

User's Help Manual



Lepide Software Asset Management

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1. INTRODUCTION

Welcome to the user manual of Lepide Software Asset Management, the most trusted software asset management tool that helps to monitor and track software licenses across an organization. This user manual comprises step by step guidelines on using Lepide Software Asset Management software.

1.1 BRIEF ABOUT THIS USER MANUAL

This guide has been developed to help organizations understand the fundamentals of Software Asset Management, to equip an organization with the essential information, tools and tips to ensure that organization has a secure and robust software asset management system in place.

Moving towards the requirement of software asset management, this guide explains the Lepide Software Asset Management- a software asset management tool. This user manual is indented to pave every user's way to successful functioning of Lepide Software Asset Management tool. It contains step by step instructions on using Lepide Software Asset Management, so that the users, who are using this software for the first time, can successfully manage and track software licenses without facing any problem. Below are the sections that this user manual includes for guiding its user throughout the software asset management process.

- **Introduction section:** This section explains you the need of software asset management tools, overview of Lepide Software Asset Management tool and its benefits. Moreover, it also includes basic software and hardware pre-requisites for installing and running the software.
- **Install and uninstall section:** This section is incorporated for providing the user with installation and un-installation help.
- **Understanding the user interface section:** This section gives you a brief idea about the menus and buttons that are used for performing various functions with the software. Moreover, it also includes the customization options that are used to customize the user interface of the software.
- **Getting started section:** This section explains the working of the Lepide Software Asset Management software. In this section, you will find the tasks related to defining the database location, creation of groups, addition of network computers to a specific group, license management, license assignment. Moreover this section also covers report generation which help in meeting various software compliance requirements.
- **Support Information section:** This section is all about support information and queries related to Lepide Software Asset Management.
- **Purchase:** With the information contained in this section, one can know how and from where the software can be downloaded and purchased.
- **Legal Notices:** This section is all about legal documents and notices concerned with Lepide Software Asset Management.

1.2 WHAT IS SOFTWARE ASSET MANAGEMENT

Software Asset Management is practiced in organizations where it involves managing and optimizing the purchase, maintenance, utilization and disposal of software applications within an organization. Software Asset Management protects organization's software and helps to recognize what software's are there and

where it's running. In other words, Software Asset Management is defined as the set of policies and rules necessary for the effective management and control of software assets.

With the practice of Software Asset Management in business, you can easily know what you have, acquiring only what you need, and using your software assets effectively and efficiently at every stage to achieve great benefits in business.

The goal of the Software Asset Management is to make a quick evaluation of organization's current Software Asset Management needs that includes installed licenses; knowing use of legal software's and number of unused licenses to optimize the return on software investment.

1.3 WHY DO WE NEED SOFTWARE ASSET MANAGEMENT TOOLS

Software is a valuable IT asset that provides strong financial and productivity benefits. These software assets have also ongoing expenses such as license renewal, version upgrades. Like any other asset, software assets need to be maintained and monitored to increase the productivity benefits of the organizations.

Unlike other assets, Software assets are more difficult to track and manage properly. Software Asset Management tools are helpful in tracking and viewing installed licenses across your organization. Software Asset Management helps your organization to identify its software needs, avoid condition of under-utilized licenses and ensure proper technology to meet business goals.

Lack of up-to-date information of software assets can lead to numerous problems including failure to identify expired software's, unauthorized use of software licenses and underutilization of software licenses. Software Asset Management tools resolve this problem by scanning the software assets to provide the up to date information of software inventory and its usage.

These requirements signify the implementation of Software Asset Management in organizations. Software Asset Management tools are helpful in the following areas:

- To balance number of license purchased with the number of actual software installations to prevent software piracy.
- Control software costs by determining the number of available licenses.
- Ensure software compliance by comparing total number of licenses purchased with the actual software installations.
- Identify opportunities to reduce software costs by removing under-utilized software.

1.4 WHAT IS LEPIDE SOFTWARE ASSET MANAGEMENT SOFTWARE

Lepide Software Asset Management is enterprise level inventory management software that offers visibility and control to manage all your software assets. Lepide Software Asset Management is one of the software asset management tools that play an important role in tracking and managing software licenses in an organization. Organizations that are striving to manage and control software assets to meet compliance requirements, can find Lepide Software Asset Management an efficient and effective solution.

Lepide Software Asset Management helps the network administrators to configure and monitor the licenses for all the software application installed on computers on a network. This software ensures license compliance and eliminates software overspending by matching the installed licenses with the available licenses.

Lepide Software Asset Management software enables you to locate non-compliant computers on a network by searching for software with expired licenses and providing an overview of the compliance percentage. Moreover, you can use this software to configure new licenses for software applications and assign those licenses to copies of the software installed on the computers on a network.

It keeps track of your software assets and generates the inventory reports in a tabular or graphical form. After every scan, an updated detail of the installed software such as physical location, installed licenses, software validity is generated that helps network administrators to take effective and strategic decisions. These generated reports can be saved in some other standard formats such as .xls, .rtf, .html, .pdf for further analyzes. Moreover, it also enables you to view compliance reports specific to computers, servers, groups, and entire network.

1.4 PRE-REQUISITES FOR LEPIDE SOFTWARE ASSET MANAGEMENT SOFTWARE

Lepide Software Asset Management Software requires following system configuration:

Minimum System Requirements:

- 256 MB RAM (512 MB RAM recommended)
- 20 MB free hard disk space for installation and database

Supported Platform:

- Windows Server 2003 family with sp1
- Windows XP
- Windows Vista

User Access Privilege

- User should have administrative rights to access the network computers.
- A proper logon credentials (username and password) is required for each system in the network to have access. Properly logged on computer will be scanned properly later on.
- An administrator can have access to computers in different domain or workgroup hence, with admin rights all system in the network (Domain/Workgroup) are scanned.
- In case of local user (no administrative rights), read and write access should be there. Such user will not have access to the computers of other domain/workgroup. For system of same domain/workgroup this user may logon successful on providing right username and password but scan is not performed for the system. In this case the system running this software will only be scanned.

2. INSTALLATION AND UN-INSTALLATION

After knowing the pre-requisites for installing the software, you can download and install the software on your computer system. You can also un-install the software at any point of time. Like installation, un-installation process is also simple and easy.

2.1 INSTALL LEPIDE SOFTWARE ASSET MANAGEMENT

Download Lepide Software Asset Management Software from our website and save it to a disk location. Also make sure that the host computer meets the entire system requirements and has sufficient memory available.

1. Double click the Setup.exe and Run the software.
2. Follow the On-Screen instructions. The setup install completion screen will be displayed.
3. Click Finish, main window of the Lepide Software Asset Management Software will be launched.

2.2 UN-INSTALL LEPIDE SOFTWARE ASSET MANAGEMENT SOFTWARE

You can uninstall Lepide Software Asset Management Software in two ways from your computer system:

- From the Windows Start menu
- From the Control Pane

While uninstalling, always make sure that the software is not working in your system background.

To uninstall from the Windows Start menu

1. Click **Start > All Programs > Lepide Software Asset Management > Uninstall Lepide Software Asset Management.**
2. A warning message will be displayed before un-installing the software. Click **Yes** to finish the process.

Lepide Software Asset Management Software will be successfully un-installed from your computer system.

To uninstall from the Control Panel

1. Click **Start menu > Control Panel.**
2. Double-click **Add or Remove Programs** Select **Lepide Software Asset Management** and click **Remove.**
3. A warning message will be displayed before un-installing the software. Click **Yes** to finish the process.

Lepide Software Asset Management Software will be successfully un-installed from your computer system.

3. UNDERSTANDING THE USER INTERFACE

Now that Lepide Software Asset Management software has been installed on your computer system, you can start using the software after getting acquainted with the software interface. To make the software user friendly, its user interface comprises menu bar, tool bar, buttons, left panel and right panel. Going through one by one to make the software interface more clear.

3.1 LAUNCHING SCREEN OF LEPIDE SOFTWARE ASSET MANAGEMENT

As you launch Lepide Software Asset Management, the screen appears which is divided in two sections: Left panel and Right panel as shown in figure 3.1:



Figure 3.1: Launching Screen of Lepide Software Asset Management

Left panel: The left panel contains the links that navigates you to the respective window.

Right panel: The Right panel provides the steps used to carry out the entire operation of tracking licenses starting from defining the database location to the generation of reports.

3.2 MENU BAR

The menu bar of Lepide Software Asset Management comprises five menus, namely:

- File Menu
- View Menu
- License Menu
- Database Menu
- Help Menu

File Menu:

File menu of Lepide Software Asset Management is shown in Figure 3.2:



Figure 3.2: File Menu

Table 3.1 lists the options of **File** menu

MENU OPTIONS	DESCRIPTION
Home	Navigates you to the home page of Lepide Software Asset Management software
Reports	Displays detailed analysis of compliance scan results for network computers in graphical and tabular format
License Management	Enables you to configure new licenses for various software applications and assign licenses to different copies of software installed on network computers

Table 3.1: File Menu

View Menu

View menu of Lepide Software Asset Management is shown in Figure 3.3:

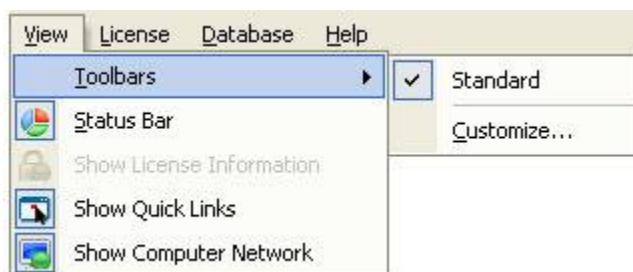


Figure 3.3: View Menu

Table 3.2 lists the options of **View** menu.

MENU OPTIONS	DESCRIPTION
Toolbar	Show or hide the tool bar options
Status Bar	Show or hide the status bar
Show License Information	Show or hide the License Information Window
Show Quick Links	Show or hide the Quick Links window
Show Computer Network	Show or hide the Computer Networks window

Table 3.2: View Menu

License Menu

License menu of Lepide Software Asset Management is shown in Figure 3.4:

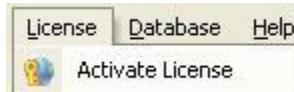


Figure.3.4: License Menu

Table 3.3 lists the options of **License** menu

MENU OPTION	DESCRIPTION
Activate License	Enables you to activate the license to convert from demo version to full version

Table 3.3: License Menu

Database Menu

Database menu of Lepide Software Asset Management is shown in Figure 3.5:



Figure.3.5: Database Menu

Table 3.4 lists the options of **Database** menu

MENU OPTION	DESCRIPTION
Select Database	Enables you to define a new disk location to save the application database

Table 3.4: Database Menu

Help Menu

Help menu of Lepide Software Asset Management is shown in Figure 3.6:

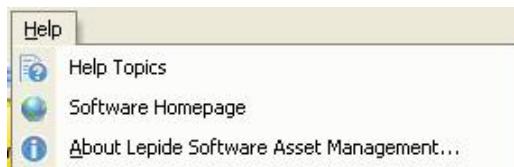


Figure.3.6: Help Menu

Table 3.5 lists the options of **Help** menu:

MENU OPTION	DESCRIPTION
Help Topics	Enables you to view user help manual for Lepide Software Asset Management
Software Homepage	Navigates you to the website of Lepide Software Asset Management
About Lepide Software Asset Management	Displays version, support and license information of Lepide Software Asset Management

Table 3.5: Help Menu

3.3 TOOL BAR

The tool bar in Lepide Software Asset Management is displayed below the menu bar. The tool bar provides a convenient and user friendly method to perform various software related tasks that can otherwise be performed with the help of menu bar.

Table 3.6 lists the options available on the tool bar of Lepide Software Asset Management software:

TOOL BAR ICON	TOOL BAR ICON DESCRIPTION
	Click to go the home page of Lepide Software Asset Management software
	Click to view detailed analysis of compliance scan results for network computers in graphical and tabular format
	Click to configure new licenses for various software applications and assign licenses to different copies of software installed on network computers
	Click to show or hide the License Information Window
	Click to show or hide the Quick Links window.
	Click to show or hide the Computer Networks

window	
	Click to activate the License to convert the demo version to full version
	Click to define a new disk location to save the application database
	Click to view user help manual for Lepide Software Asset Management
	Click to view the web sites of Lepide Software Asset Management
	Click to know version, support and license information of Lepide Software Asset Management
	Click to hide or unhide the status-bar

Table 3.6: Tool-Bar Options

3.4 LEFT PANEL

When you launch the software, you see that the left panel comprises three sections: **Home**, **Reports**, and **License Management**. These sections contain several links that are used for performing various tasks associated with the software. Like tool-bar and menu bar, left panel also provides a convenient and user-friendly method to perform certain actions associated with the software.

When you click **Reports**, the left panel gets divided in two sections: **Network computers** and **Quick Links**, as shown in figure 3.7:



Figure.3.7: Left Panel of Reports Section

Description of Network Computers section: Network computers section displays the computers on the network which you have added for license management and license assignment. It displays all the added computers in a hierarchical manner.

You can also perform certain tasks by right clicking the computer name and then selecting the required option.

Description of Quick Links section: The **Quick Links** section contains several options that vary according to the object selected in the Network Computers section.

When you click **License Management**, the left panel displays **License Management options** that include Hide Record and View/unhide Record, as shown in figure 3.8:



Figure.3.8: Left Panel of License Management Section

3.5 RIGHT PANEL

As you launch the software, the right panel of the launching screen displays the steps required to start using the software. Once you navigate to any other section, such as **Reports** or **License Management**, the right pane displays the screen related to that section.

The steps available in the right panel of launching screen are illustrated below:

Step 1: Database selection: Change the location of the database in which the software stores all the information. This feature helps to change the database location and then get started with adding new groups and new computers to the group(s)

Step 2: Create Groups: Creates groups where computers are added from the network

Click the **Add Groups** link from **Create Groups** section in right panel. After creating group, add the computers from the network.

To add computers in the group, navigate to the **Reports** section and add computers from the network by right clicking the group name and selecting **Add computer** option.

Step 3: Scan computers: After the addition of network computers, scan the computers for tracking licenses. [Know more....](#)

Step 4: Manage Licenses: Navigates to the **License Management** section where all the licenses for different software are displayed in the can be configured in the **Edit License Information** section of the screen. [Know more.....](#)

Step 5: Assign Licenses: Navigates to the License Assignment section where the licenses are assigned for a specific computer. [Know more.....](#)

Step 6: View Generated Reports: Navigates to the Reports section where various types of reports can be viewed and analyzed [Know more.....](#)

3.6 BUTTONS USED

There are various buttons used in the Lepide Software Asset Management software to let you easily perform various tasks related to the software. Table 3.7 lists the buttons used in the Lepide Software Asset Management software.

BUTTONS USED	DESCRIPTION
	Prints the reports
	Saves the reports in .XLS format
	Saves the reports in .RTF format
	Saves the reports in .HTML format
	Saves the reports in .PDF format
	Displays the query made by the user
	Delete the selected computer from the group

Table 3.7: Buttons Used

3.7 STATUS BAR

The status of Lepide Software Asset Management is displayed at the bottom of the software interface and it notifies the user when the application is ready to be used. The status-bar also tells the user whether Caps Lock, Num Lock or Scroll Lock is ON or OFF.

Figure 3.9 displays the status bar of Lepide Software Asset Management:



Figure 3.9: Status Bar

3.8 CUSTOMIZING THE USER INTERFACE

You can customize the user interface of Lepide Software Asset Management by using the options available in the view menu. To make the tool bar appear or disappear, click **View>>Toolbars>>Standard**, as shown in figure 3.10:

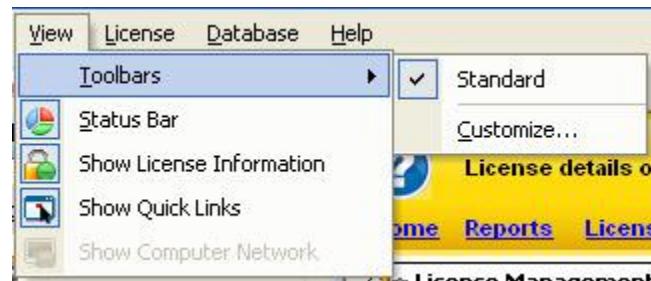


Figure 3.10: Hide or Unhide Tool bar

- To add or remove a button from the tool-bar, click >>**Add or Remove Buttons** >>**Standard** and selecting the button you want to add or remove.
- To hide or unhide the status bar, click **View >>Status Bar**.
- To show or hide **Quick Links** section in the **Reports** screen, Click **View >>Show Quick Links**.
- To show or hide the **Computer Networks** section in the **Reports** screen, click **View >>Show Computer Network**.

4. GETTING STARTED WITH LEPIDE SOFTWARE ASSET MANAGEMENT

Now you have complete understanding of the software interface, you just need to follow the steps mentioned in the coming sections.

4.1 DEFINE DATABASE LOCATION

You can modify the database location of Lepide Software Asset Management and provide a location to save all the data related to the software. Once you change the database location, you need to re-start the software to have the selected database into effect.

4.1.1 DEFINE CUSTOM DATABASE LOCATION

You can define the custom database location in two ways. Firstly, you can select custom database location from the **Welcome screen>Select custom location to save the location** section. Secondly, you can select **Select Database** from the **Database** menu in the menu bar.

To select a custom database location:

1. Click **Database>>Select Database** in the menu bar.



Figure 4.1: Select Custom Database Location

2. Browse and select the location and click **OK**.

 By default, Lepide Software Asset Management software creates and saves database at the location where software is installed i.e. "C:\Program Files\Lepide Software Asset Management" folder.

4.1.2 COPY DATABASE TO NEW LOCATION

- The need of copying existing database to new location arises as if the database location is modified, Lepide Software Asset Management will remove the entire **Computer Network** tree and all the graphs, reports and installed licenses information will get removed.
- To view the same network tree and its associated information, copying the old database to the new location becomes mandatory.
- To move the database, copy the existing database folders- **DB**, **LicMgtDB**, and **MainDB**- from the original location-default location: **C:\Program Files\Lepide Software Asset Management\DB**- to the new database location.

4.2 CREATING GROUP(S)

Create Groups is the first step where it lets you add computers from network in the group. You can create groups that belong to the same team, same department or same project etc. Managing assets of an organization based on groups is an easy, efficient and convenient way to track and manage software licenses in an organization.

4.2.1 CREATE A GROUP

To create a group, perform the following steps:

1. Click **Reports** and then right click **Computer Network** and then select **Add New Group**.

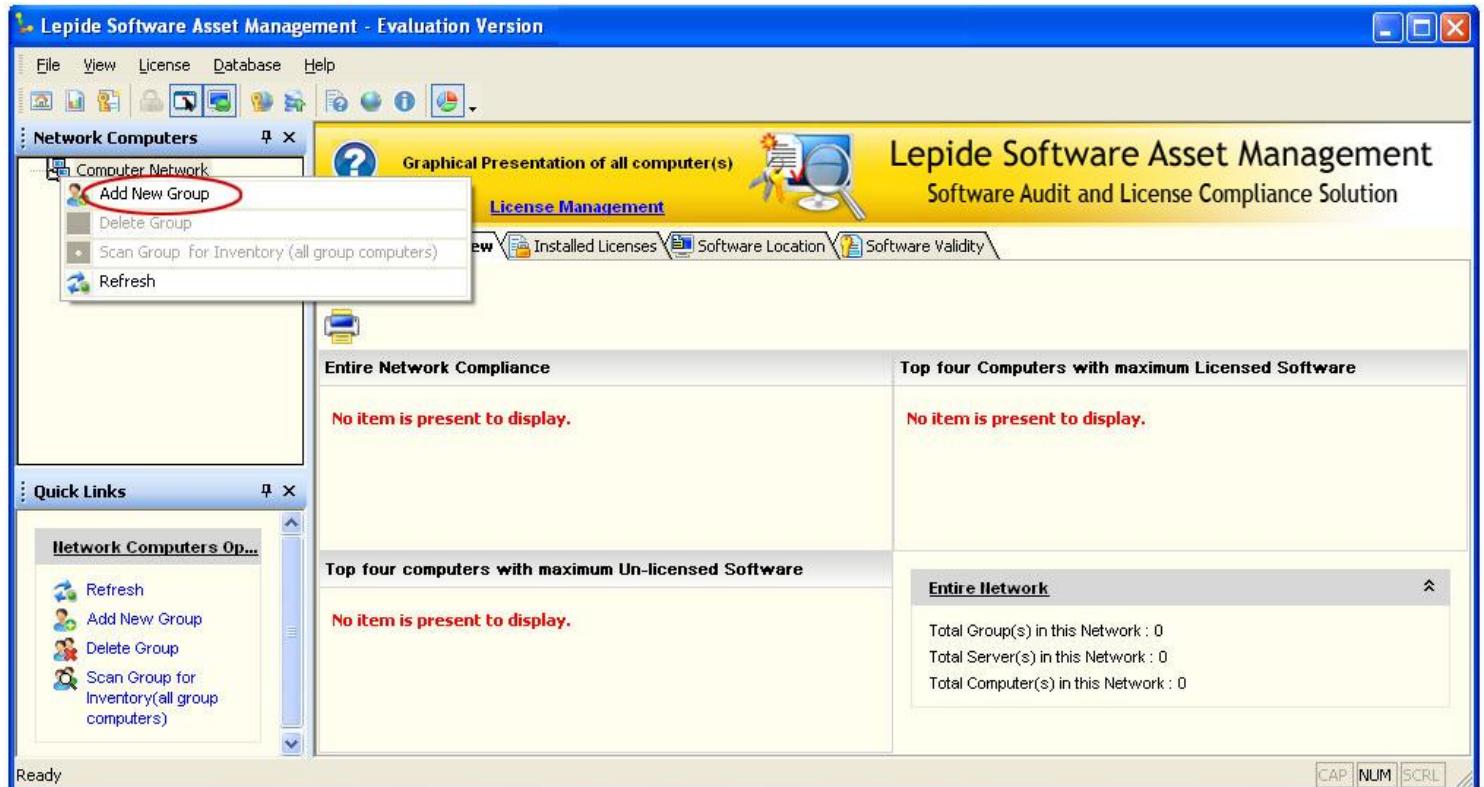


Figure 4.2: Add a New Group

2. The **Add Group** window appears Type the name of the Group and click **Add**.

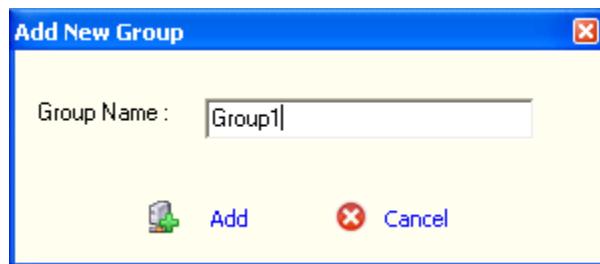


Figure 4.3: Type Group Name

- 3. The defined group will get added on the Computer Network tree, as shown in figure 4.4:

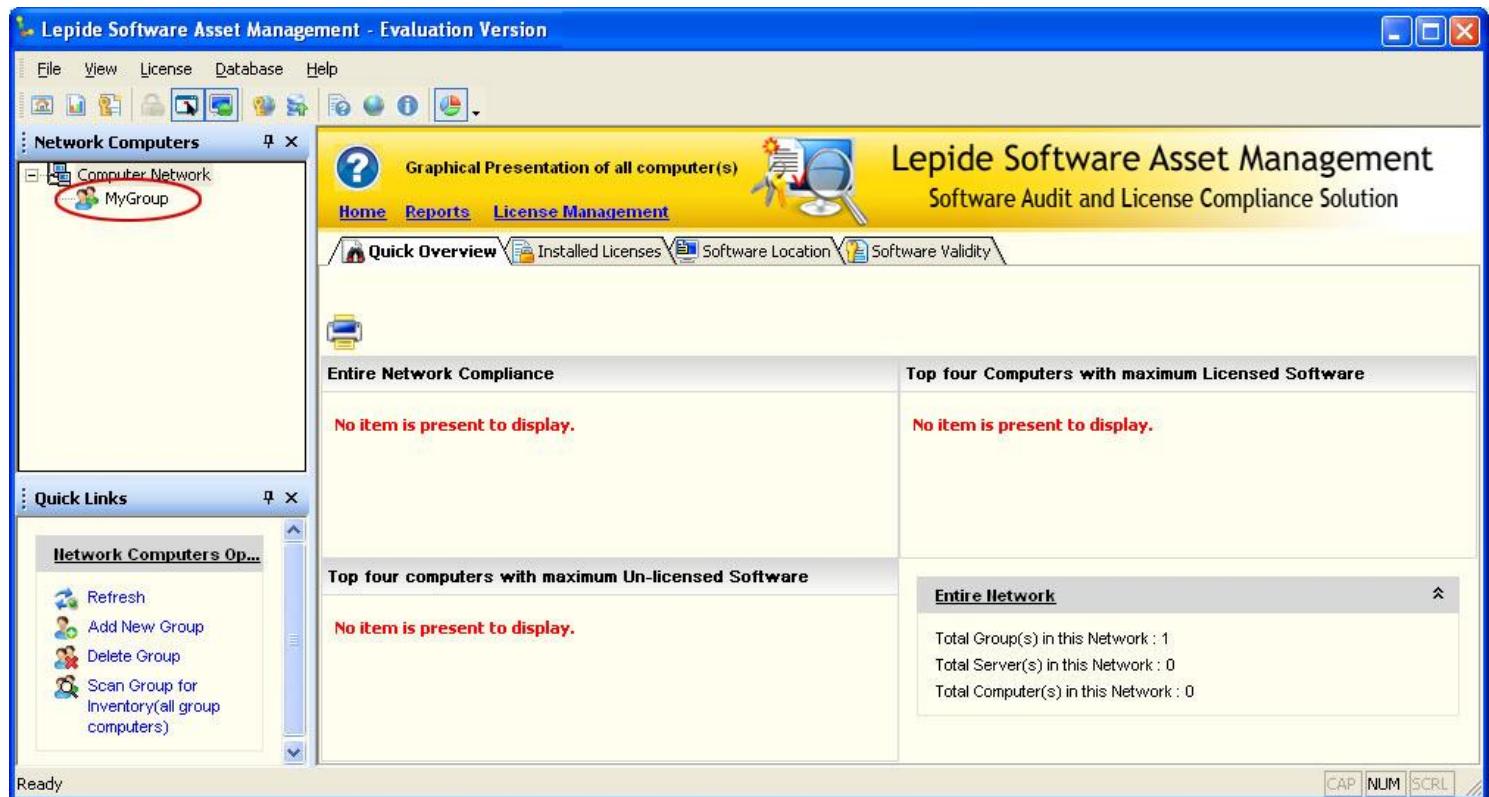


Figure 4.4: Group added to Computer Network

- Similarly you can add more computers to the network tree.
- Alternatively, you can directly create group by navigating **Add Groups** link from the main window of the software.

 You need to click **Refresh** from the **Quick Links** section to view the added groups in the **Computer Network** section

4.2.2 ADDING NETWORK COMPUTER(S) TO GROUP(S)

- After creation of groups, next step is the addition of computers to the network. To add computers, perform the following steps:
 - Right-click the group name to which you want to add computers and then select **Add Computer** to launch the **Add Computer** wizard.
 - Click **Next** to start scanning of the network computers.
 - Browse the network and expand the network name to view the computers present in the selected network, as shown in figure 4.5:

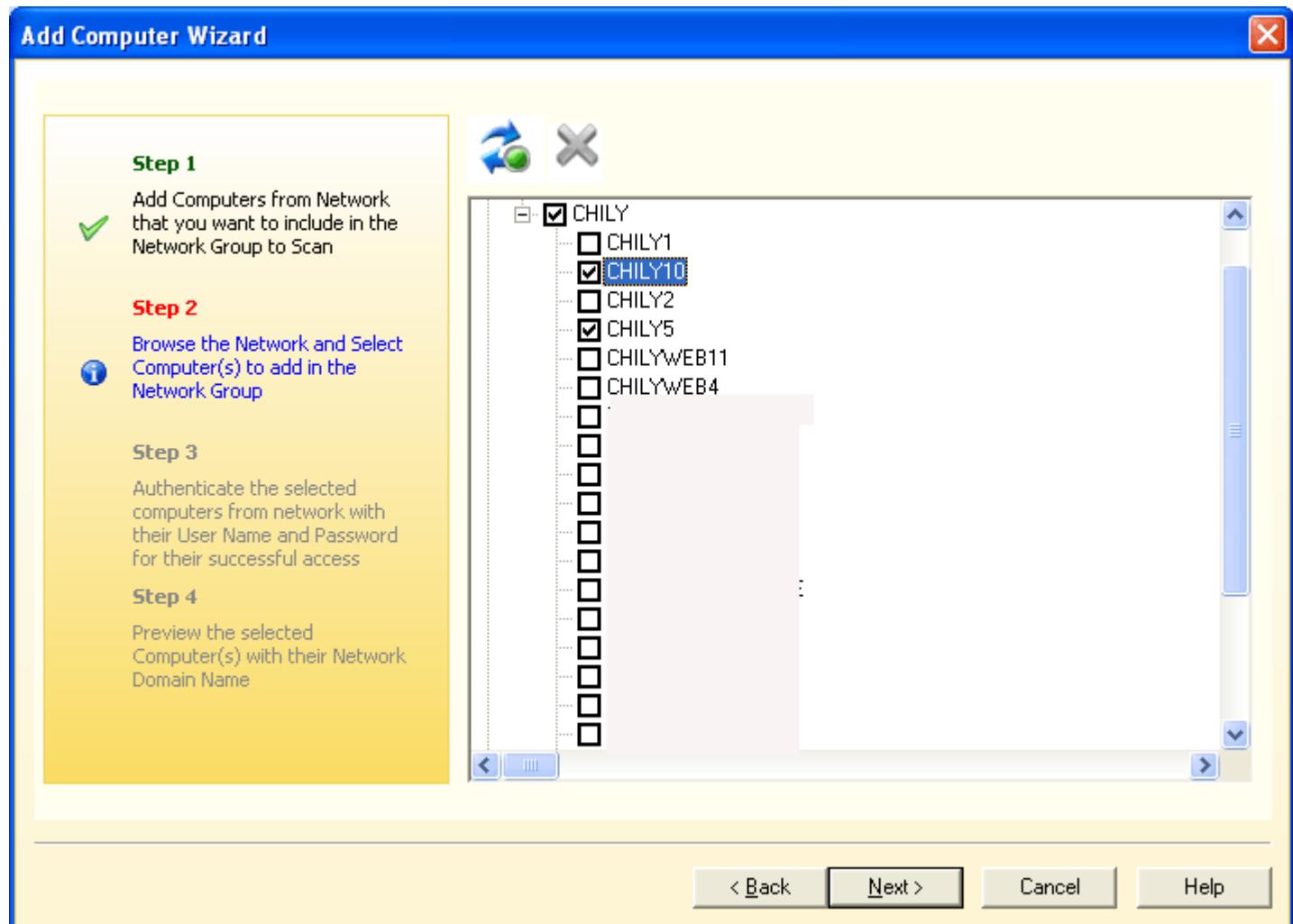


Figure 4.5: Select Computers from Network

4. Select the computers from the network to add to the selected group and click **Next**.

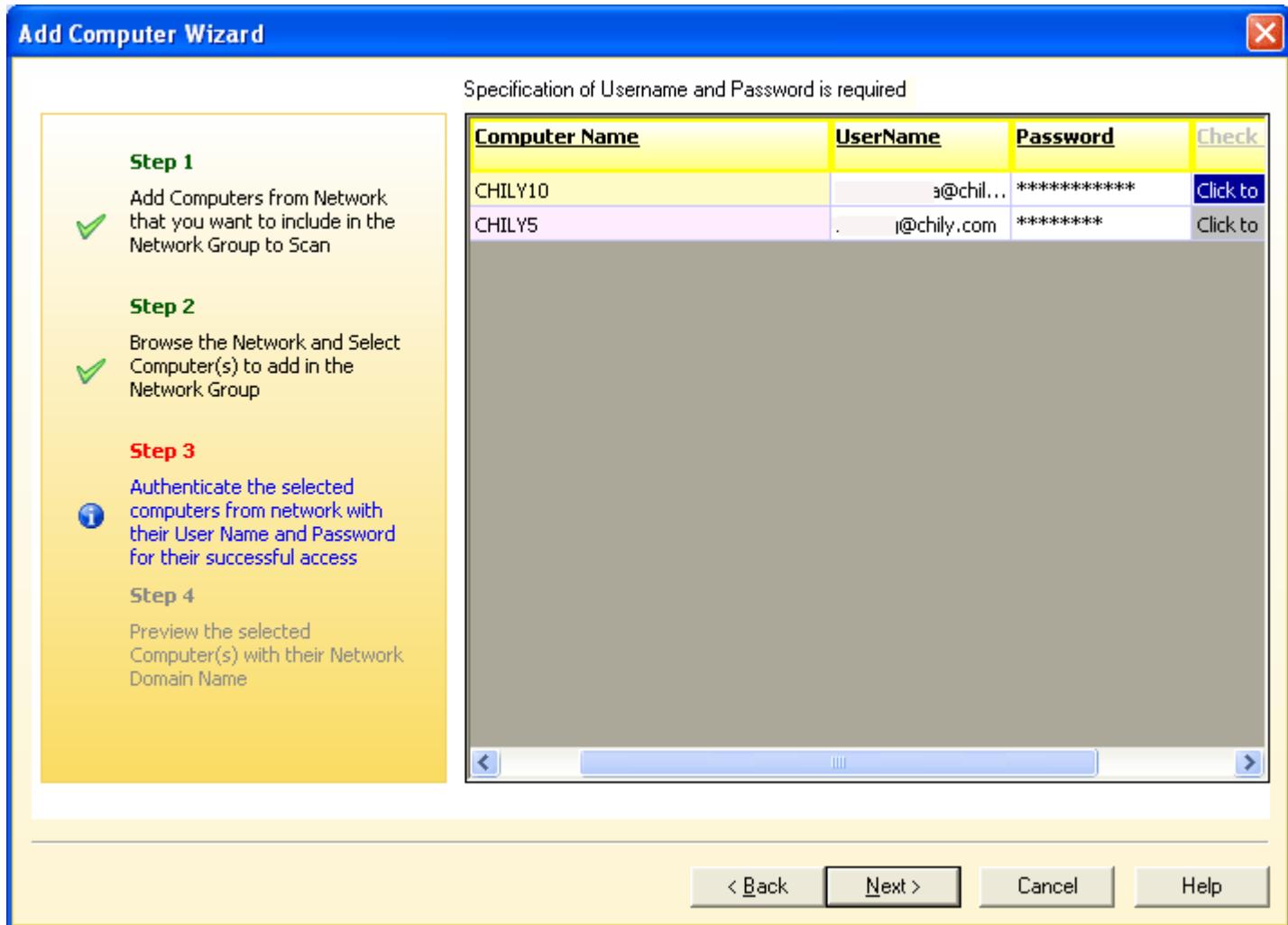


Figure 4.6: Authenticate UserName and Password

5. Type the username and password in the UserName and Password field to authenticate the selected computers from network.

☞ You can check the account authentication by clicking the **Click to Check** option. If the account is authenticated, a window gets displayed with the message:



Figure 4.7: Log on Successful

☞ Lepide Software Asset Management will display the **Logon Successful** message if the provided user credentials are correct; if incorrect, it will display the following message:



Figure 4.8: Log on Failure

If you see the logon failure message, recheck the provided username and password with network connectivity of the selected computer system.

6. Click **Next** .software will display the quick overview of the selected computers.
7. Click **Finish** to complete the process of adding computers.

After successfully adding computers to a group, click **Refresh** from the **Quick Links** section to regenerate the network tree in the **Computer Network** section as shown in figure 4.9:

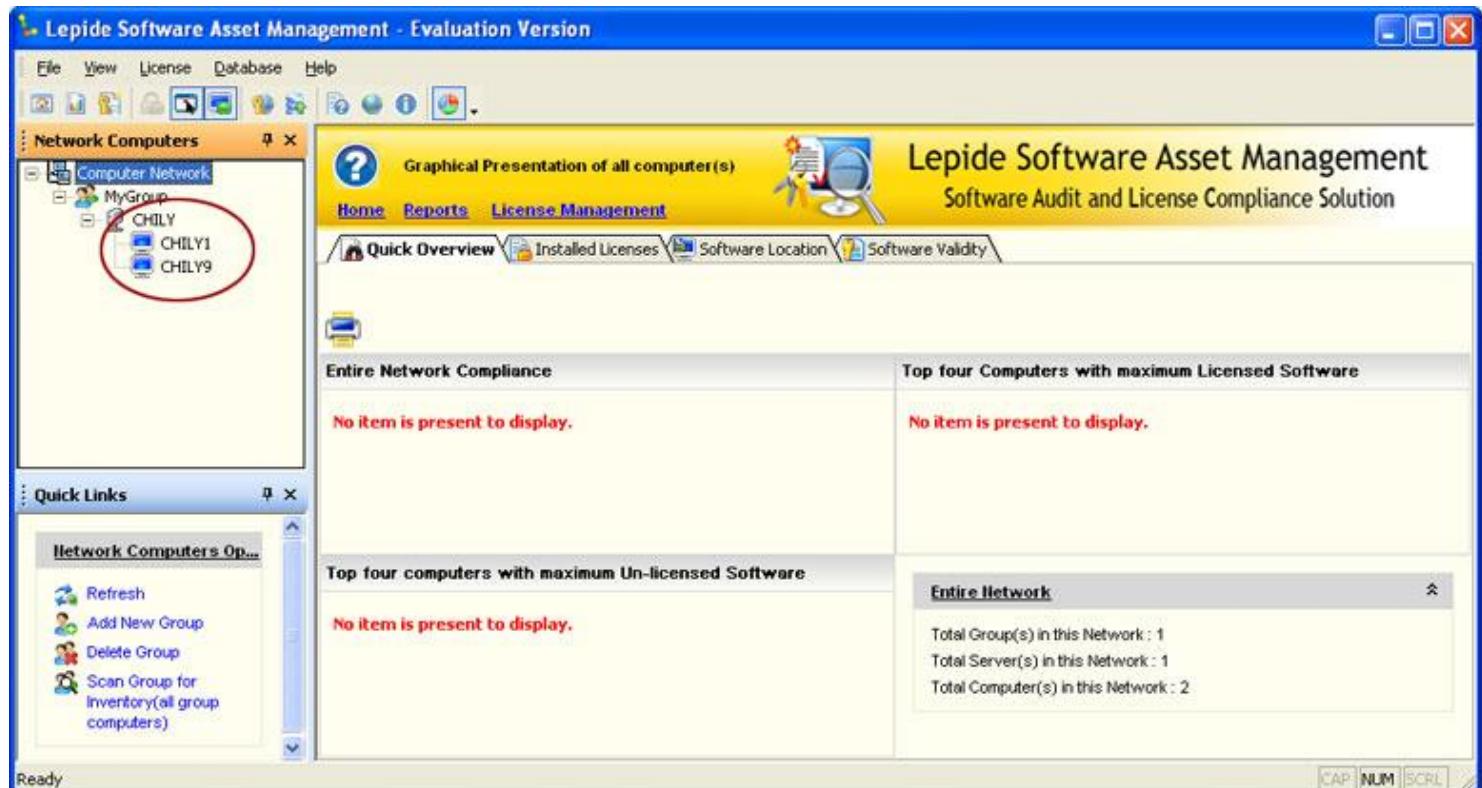


Figure 4.9: Selected Computers added to Group

Alternatively, you can also add computers from the **Quick Links** section. Select the group name to which you want to add computers and then click **Add Group** in the **Quick Links** section.

- ☞ You need to click **Refresh** from the **Quick Links** section to view the added computers in the **Computer Network** section.

4.2.3 MANAGE COMPUTER/GROUP/SERVER OPTIONS

The options for a computer can be managed by two ways:

- Right-click the computer name in the left panel of the **Reports** section.
- Select the computer and click any option from **Quick Links** section.

When you select computer name, the related options to perform any operation or modification get activated in the **Quick Links** section of the left panel.

Table 4.1: shows the options that get activated in **Quick Links** section when a computer name is selected:

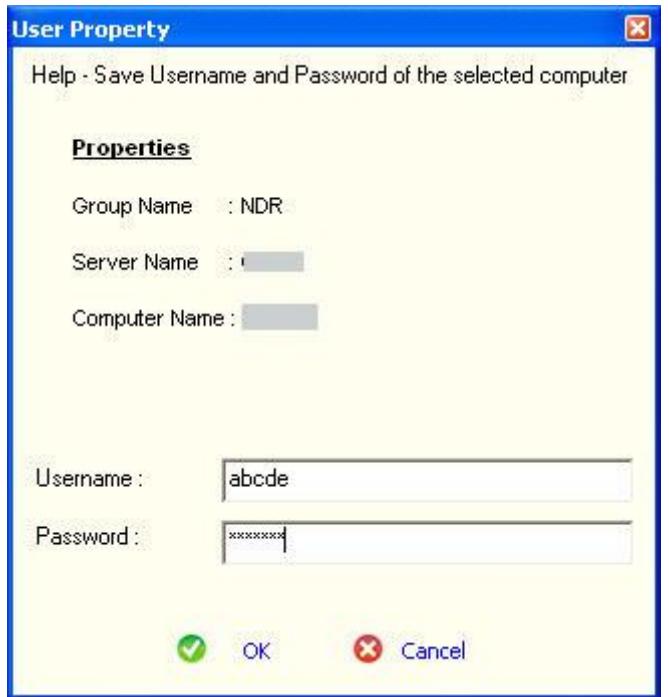
COMPUTER OPTIONS	DESCRIPTION
Refresh	Refresh the software
Scan Selected Computer for Inventory	Scans the selected computer for inventory
Delete Computer	Delete the computer from the group
Properties	Displays the User Property dialogue box where you can easily modify and save the new username and password if any changes are made
	
Figure 4.10:User Property	

Table 4.1: Computer Options

The options for a group can be managed by two ways:

- Right-click the group name in the left pane of the **Reports** section.

- Select the group and click any option from **Quick Links** section.

When you select group name, the related options to perform any operation or modification get activated in the **Quick Links** section of the left panel.

Table 4.2: shows the options that get activated in **Quick Links** section when a group name is selected:

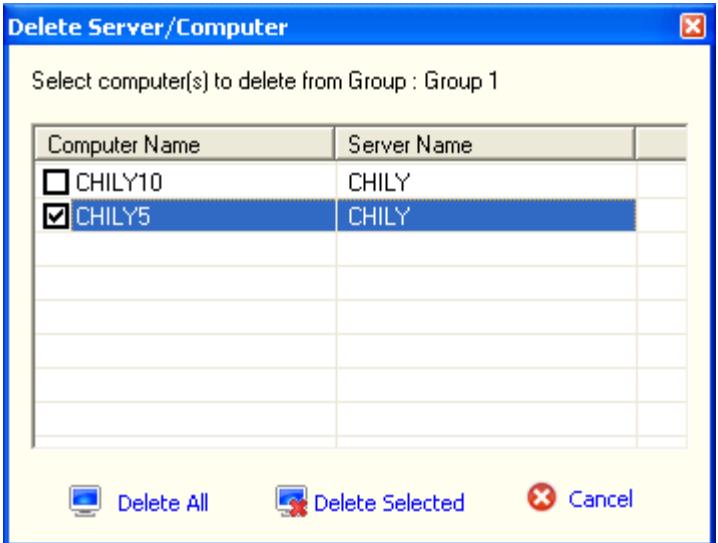
GROUP OPTIONS	DESCRIPTION
Refresh	Refresh the software
Add Computer	Adds the computer to the selected group
Delete Group	Deletes the selected group
Delete Server in this Group	Deletes the associated server of the selected group
Delete Computer	Select and delete any computer from the selected group
	
Scan All Computer Present in Group	Scans all the computers present in the selected group

Table 4.2: Group Options

The options for a server can be managed by two ways:

- Right-click the server name in the left panel of the **Reports** section.
- Select the server and click any option from **Quick Links** section.

When you select server name, the related options to perform any operation or modification get activated in the **Quick Links** section of the left panel.

Table 4.3: shows the options that get activated in **Quick Links** section when a server name is selected:

SERVER OPTIONS	DESCRIPTION
Refresh	Refresh the software
Add Computer	Adds the computer from the network in the selected server
Delete Computer	Select and delete any computer from the selected group
Delete Server	Deletes the selected server
Scan All Computer Present in Server	Scans all the computers present in the selected server

Table 4.3: Server Options

4.2.4 SCANNING NETWORK COMPUTERS FOR SOFTWARE ASSETS

After the addition of network computers to the selected group, next step is the scanning computers for software assets Scanning for computers/groups, which provides details of all installed software's that provides software publisher, software name, software version, number of installed software's and software location. Every time you scan the computers, you get the updated information of your software assets.

The scanning options are:

- Scan Group for Inventory (all group computers).
- Scan All Computers present in Group.
- Scan All Computer present in Server.
- Scan selected Computer for Inventory.

4.2.4.1 SCAN A COMPUTER

To scan a computer to track software assets on LAN:

1. Right click computer name from group in the **Network Computers** window of the **Reports** section and then select **Scan Selected Computer for Inventory**.

OR

2. Click the computer name from group in the **Network Computers** window of the **Reports** section and then **Scan Selected Computer for Inventory** from the **Quick Links** window.

Software will display the scan results.

3. View the scan results and click **OK** when the scanning gets completed.



Lepide Software Asset Management Software will display an error message when it is unable to scan the selected computer.

4.2.4.2 SCAN A GROUP

To scan a group to track software assets for the listed computers in the selected group, follow these simple steps:

1. Right click group name in the **Network Computers** window of the **Reports** section and then **Scan All Computer Present in Group**.
OR
2. Click group name in the **Network Computers** window of the **Reports** section and then **Scan All Computer Present in Group** from the **Quick Links** window.

Software will display the scan results.

3. View the scan results and click **OK** when the scanning gets completed.

 Lepide Software Asset Management Software will display an error message when it is unable to scan the selected computer.

4.2.4.3 SCAN A SERVER

To scan a server to track software assets for the network computers that exists in the server:

1. Right click server name in the **Network Computers** window of the **Reports** section and then **Scan All Computers Present in Server**.
OR
2. Click server name in the **Network Computers** window of the **Reports** section and then **Scan All Computer Present in Server** from the **Quick Links** window.

Software will display the scan results.

3. View the scan results and click **OK** when the scanning gets completed.

 Lepide Software Asset Management Software will display an error message when it is unable to scan the selected computer.

4.2.4.4 SCAN ENTIRE NETWORK

To scan entire network to track software assets for the computers that exists in all the groups and servers:

1. Right click **Computer Network** in the **Network Computers** window of the **Reports** section and then **Scan All Computer Scan Group for Inventory (all group computers)**.
OR
2. Click **Computer Network** in the **Network Computers** window of the **Reports** section and then **Scan All Computer Scan Group for Inventory (all group computers)** from the **Quick Links** window.

Software will display the scan results.

3. View the scan results and click **OK** when the scanning gets completed.

- ☛ Lepide Software Asset Management Software will display an error message when it is unable to scan the selected computer.

4.3 CONFIGURING LICENSES

After the scanning gets over, Lepide Software Asset Management displays the software licenses installed on the computers which exist in the **Computers Network**. The next step is to configure the software licenses for managing the available software licenses.

4.3.1 VIEW TRACKED LICENSES

You can view Software License details for all the software installed on the network by clicking **License Management** on the launching screen of Lepide Software Asset Management. The **License Management** screen is divided into two tabs: **License Management** and **License Assignment**.

The **License Management** tab displays the information related to the software licenses installed on the network. From this section, you can easily manage the entire available software licenses.

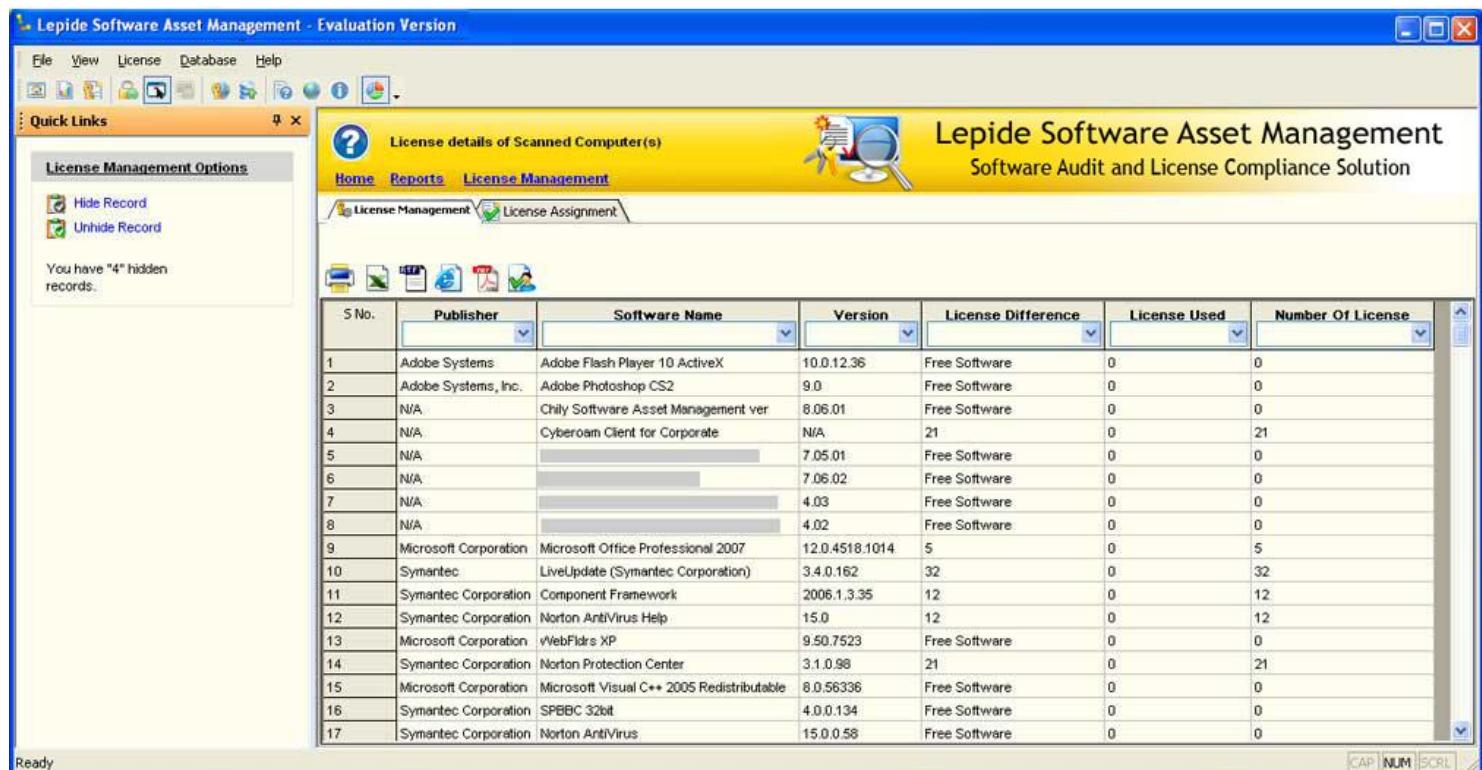


Figure 4.12: View Tracked Software Licenses

Table 4.4 shows the description of fields provided in the License Management tab:

FIELDS	DESCRIPTION
Publisher	Displays the publisher name of the all the installed software's
Software Name	Displays the names of all installed software's

Version	Displays the version of installed software's. If the version is not mentioned in the software, then it will display N/A
License Difference	<p>Displays the License difference which is the difference between Number of Licenses and License Used. Positive value of license difference indicates under compliance, negative value indicates over compliance and zero values indicate compliance</p> <p>The positive difference denotes number of licenses for particular software that have not been assigned to any computer</p> <p>Software displays 'Free Software' if any software license is defined as FREE</p>
License Used	Displays the number of software Licenses installed across a network
Number of Licenses	<p>Displays the total number of licenses available for particular software</p> <p> Initially data in this field is zero when you scan the computer network for the first time. Once the license are managed from the Edit License Information, it will show you the number of available licenses</p>

Table 4.4: License Management Tab Description

4.3.2 MANAGE NEW LICENSE INFORMATION

All the licenses for different software are displayed in the **License Management** tab and can be configured in the **Edit License Information** tab of the screen.

4.3.2.1 MANAGE LICENSE INFORMATION FOR FREE SOFTWARE

To manage new license record for free software, perform the following steps:

1. In License Management tab, select software name.
2. Select Free Software from the **License Type** combo box in the **Edit License Information** window, as shown in figure 4.13:



Figure 4.13: Manage License Record for Free Software's

- Provide the Extra Comment field with an appropriate comment (not mandatory) to help you remember the record.
- Click button.

OR

- Select the software name and click **Add** in the **Edit License Information** window.



Figure 4.14: Select License Type

- Select the **License Type** as **Free Software**. Any other information can be typed in **Extra Comment** field can be saved.
- Click **Add** to save the updated information.

- Free software licenses do not require information for License Serial, Number of License, Purchase Date and Expiry Date fields.
- From this Add/Modify window, you can modify the License Record information. In case of free software, only Extra Comments field needs to be modified.

4.3.2.2 MANAGE LICENSE INFORMATION FOR LICENSED SOFTWARE

To manage new License Record for the licensed software's .Perform the following steps:

1. In License Management tab, select software name.
2. Select **Licensed Software** from the **License Type** combo box in the **Edit License Information** section.

S No.	License Serial	Number of License	License Type	Purchase Date	Expiry Date	Extra Comment
1	qwerty123	213	Licensed	2009.7.24	2009.12.13	

Figure 4.15: Manage License Record for Licensed software's

3. Type the **License Serial** and **Number of Licenses** in their respective fields.
4. Click the **Purchase Date** combo box and select the date of purchasing the software license.
5. Click the **Expiry Date** combo box and select the expiry date of the software license.
6. Provide the information in **Extra Comment** field with an appropriate comment (not mandatory) to help you remember the record.

7. Click  button.

 **Purchase Date** should always be less than Expiry Date.

OR

1. Select software name from the License Management list.
2. Click Add in the Edit License Information section. The **Add/Modify** License Information window will appear.

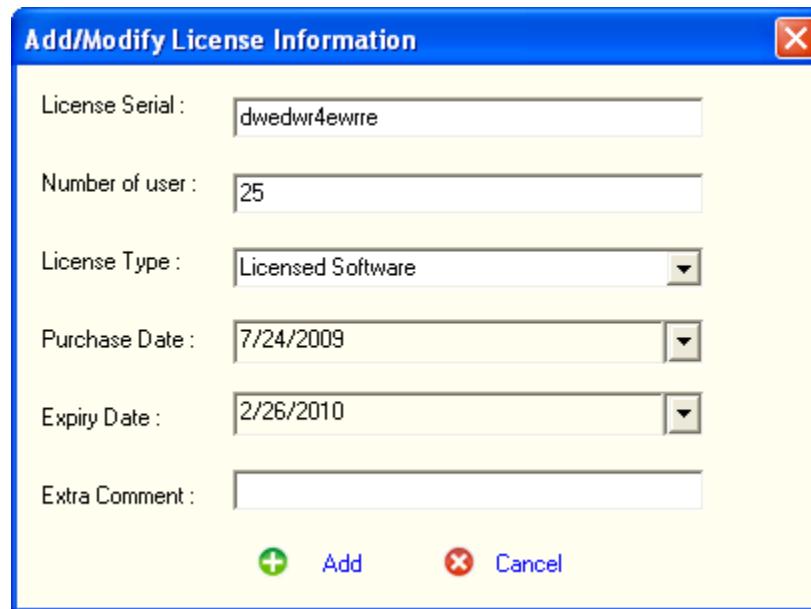


Figure 4.16: Add/Modify Licensed software information

3. Enter the field descriptions: License Serial, Number of User, License Type, Purchase Date, Expiry Date, and Extra Comment.
4. Click **Add** to save the updated information.

Delete License Information

1. To delete License Information, select the software name from the License Management list.
2. Click **Delete** in the **Edit License Information** section.
3. Click **OK** to confirm the action.

Modify License Information

1. To modify License Information, select the software name from the License Management list.
2. Click **Modify** in the **Edit License Information** section.
3. The **Add/ Modify window** appear where do the changes you need to do for the selected software.
4. Click **Modify**.

4.3.2.3 CUSTOMIZE RECORD VIEW

To customize and view specific license record information for software, version, number of licenses, license difference, publisher etc, click the combo box before any License Management field and select **(Customize)**.

Software Name
Adobe AIR
(None)
(Customize)
Adobe AIR
Adobe Photoshop CS2
Acrobat.com
Cyberoam Client for Corporate
Microsoft Office Enterprise 2007
Axialis IconWorkshop 6.31
Windows Installer 3.1 (KB893803)
Update for Windows XP (KB898461)
Update for Windows XP (KB911164)
Update for Windows XP (KB911280)
Security Update for Windows XP (KB923)

Figure 4.17: Filter View

- Lepide Software Asset Management will display the **Custom Search** window as shown in figure 4. 18:

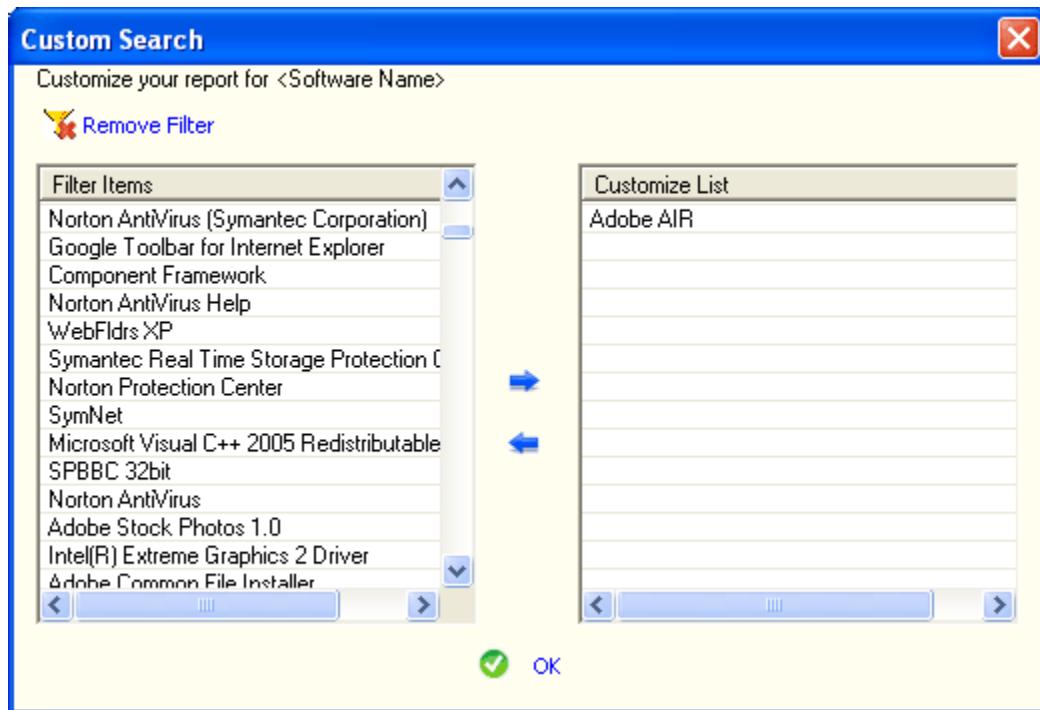


Figure 4.18: Apply Filter and Customize Records

- Select **<software Name>** from the 'Filter Items' list and transfer it to Customize List section with the help of left and right arrows.
- Click **OK** to view the customized results.
- Click **Remove Filter** to remove any existing filters from the custom search.

 To view the customization history, click the **(Query Viewer)** button.

4.3.3 OTHER LICENSE MANAGEMENT OPTIONS

Apart from managing license records for free and licensed software's, there are other useful options that are included in Lepide Software Asset Management. These options are Hide Query, Unhide Query, Save license Records and Print License Records.

4.3.3.1 HIDE RECORD

To hide a license record from the software license list, select the record from list and click the **Hide Record** link in the left panel of the **License Management** tab as shown in figure 4.19:



Figure 4.19: Hide Record

4.3.3.2 UNHIDE RECORD

1. To unhide a hidden record, click the **Unhide Record** link in the left panel of the **License Management** tab. **View/Unhide Records** window will appear to unhide the hidden records as shown in figure 4.20:

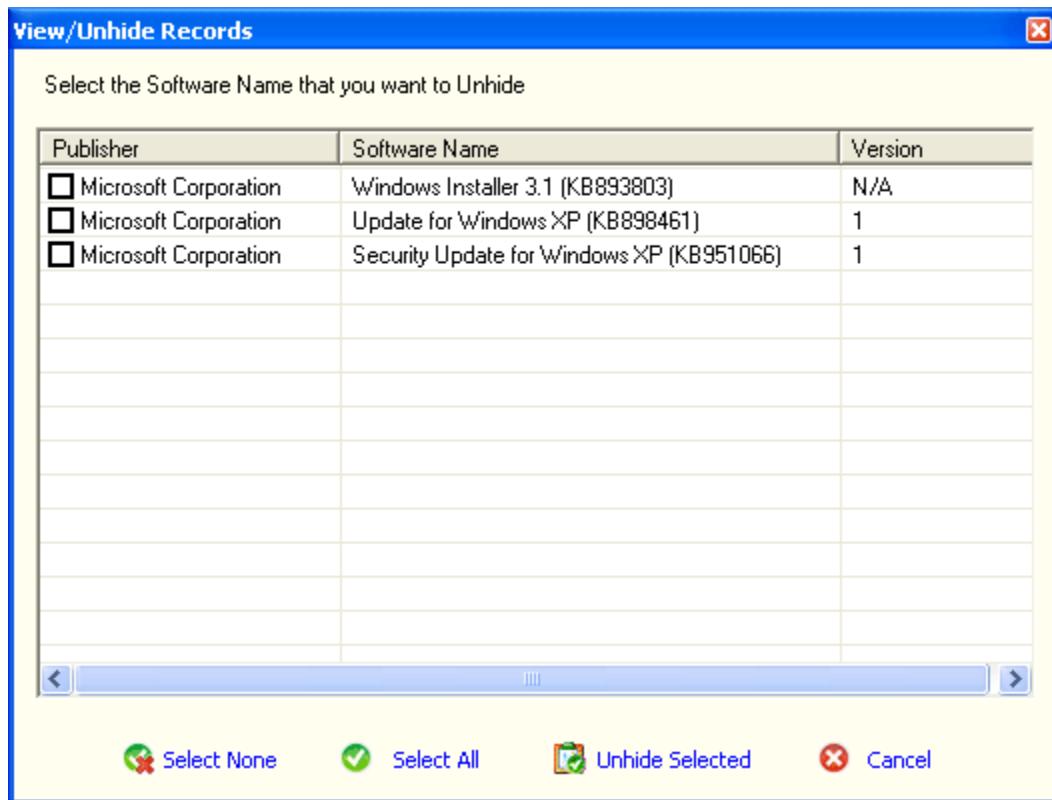


Figure 4.20: Unhide Hidden Records

2. Select the appropriate record to be unhidden from the list and click **Unhide Selected**

OR

Select All to unhide all the hidden records that are listed in the **View/Unhide Records** window.

4.3.3.3 VIEW QUERY

The query viewer displays the query used to filter the customized view of the license record list. You can access the query viewer by clicking the  button above the records list in the **License Management** tab, as shown in figure 4.21:

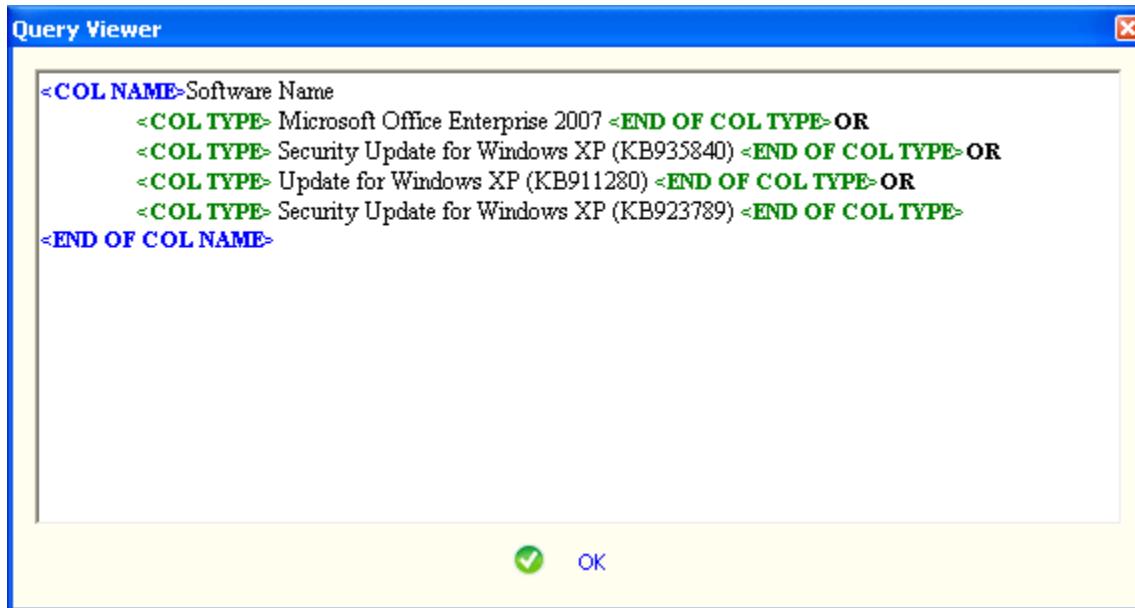


Figure 4.21: View Query Used to Customize Record

4.3.3.4 SAVE LICENSE RECORD

The License Records can be saved in four different saving formats License Records can be saved in .xls, .html, .rtf and .pdf format to view with MS Excel, Internet Explorer, MS word and Acrobat reader respectively.

Several buttons are provided in the software to save the license records in different formats:

To save the records in CSV format:

1. Click  button.
2. Browse to the desired location and click **OK**.

To save the records in RTF format:

1. Click  button.
2. Browse to the desired location and click **OK**.

To save the records in HTML format:

1. Click  button.

2. Browse to the desired location and click **OK**.

To save the records in PDF format:

1. Click  button.

2. Browse to the desired location and click **OK**.

4.3.3.5 PRINT LICENSE RECORD

To print the license records list click the  button above the records list in the **License Management** tab.

4.4 ASSIGNING LICENSES

Tracking and assigning license serial to individual computers helps in knowing the exact **License Serial** installed on the computer. It not only helps to achieve software compliance, but also provides the required information which helps to enforce company policies that would otherwise require countless hours and huge strength of work force to monitor and maintain software licenses records.

4.4.1 VIEW LIST OF INSTALLED LICENSES

To View the list of software installed on a computer:

1. Click the **License Assignment** tab in the **License Management** section of the software interface.
2. Select any computer name from the left panel, for which you want to view installed software information.
3. View the list of software installed on the computer and its related information in the right panel as shown in figure 4.22:

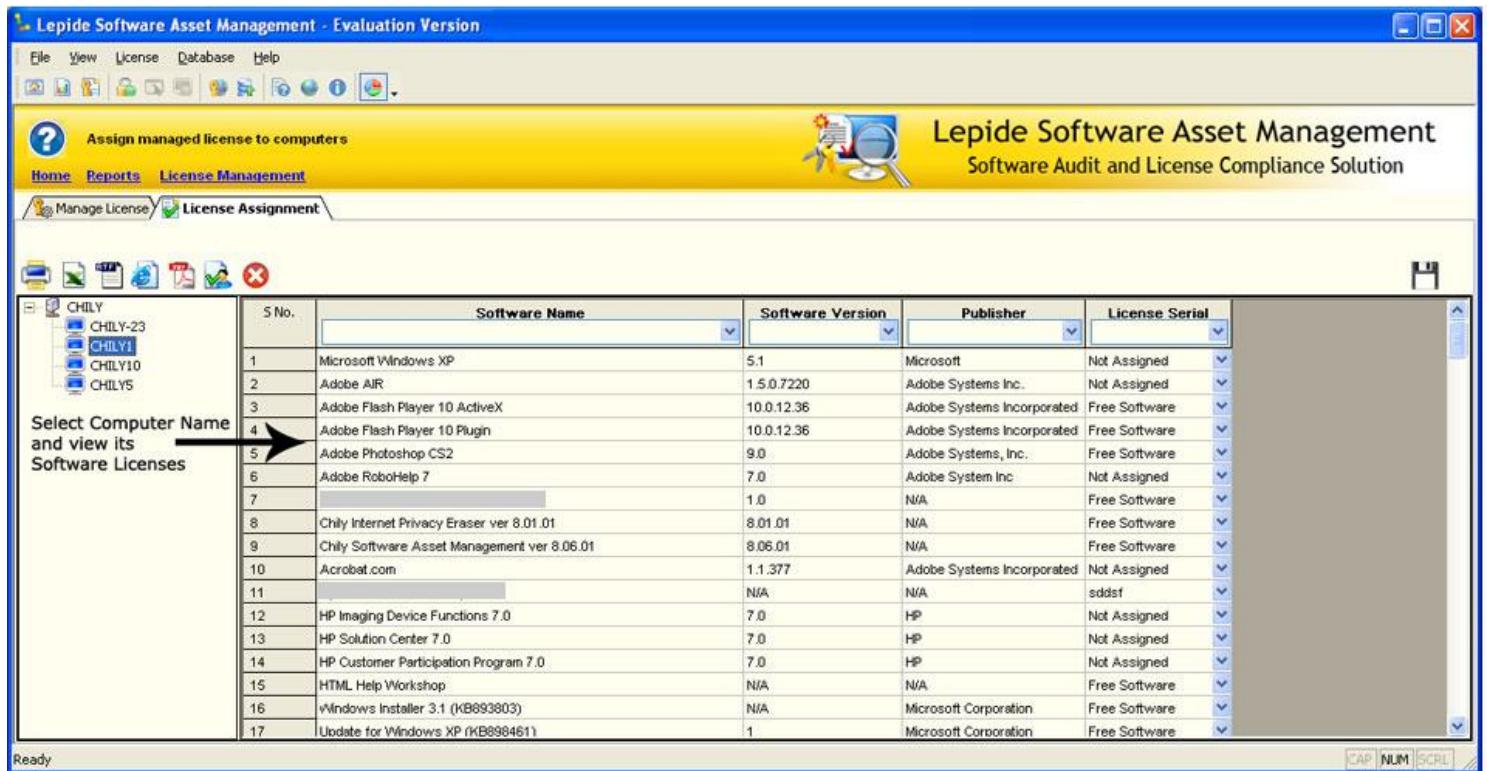


Figure 4.22: View Installed Software License Information

Description of the fields in the License Assignment Tab

Table 4.5 shows the description of fields provided in the License Assignment tab:

FIELDS	DESCRIPTION
Software Name	Displays the name of the installed software's
Software Version	Displays version of the software
Publisher	Displays name of the software publisher
License Serial	Displays Serial number of the license used for the software <div data-bbox="922 1552 1509 1657" style="border: 1px solid #0070C0; padding: 5px; width: 350px; margin-top: 10px;">  Initially, it displays the Not Assigned until you assign the license serials to the computers which exists in the network </div>

Table 4.5: License Assignment Fields Description

4.4.2 ASSIGN LICENSE TO A COMPUTER

To assign a license to a particular computer

1. Click the License Management tab in the License Management section of the software interface.

2. Select the computer name from the left panel of the window to which you want to assign the software license.
3. Click the **License Serial** combo box and select the license serial (Free Software or License Key) as shown in figure 4.23:

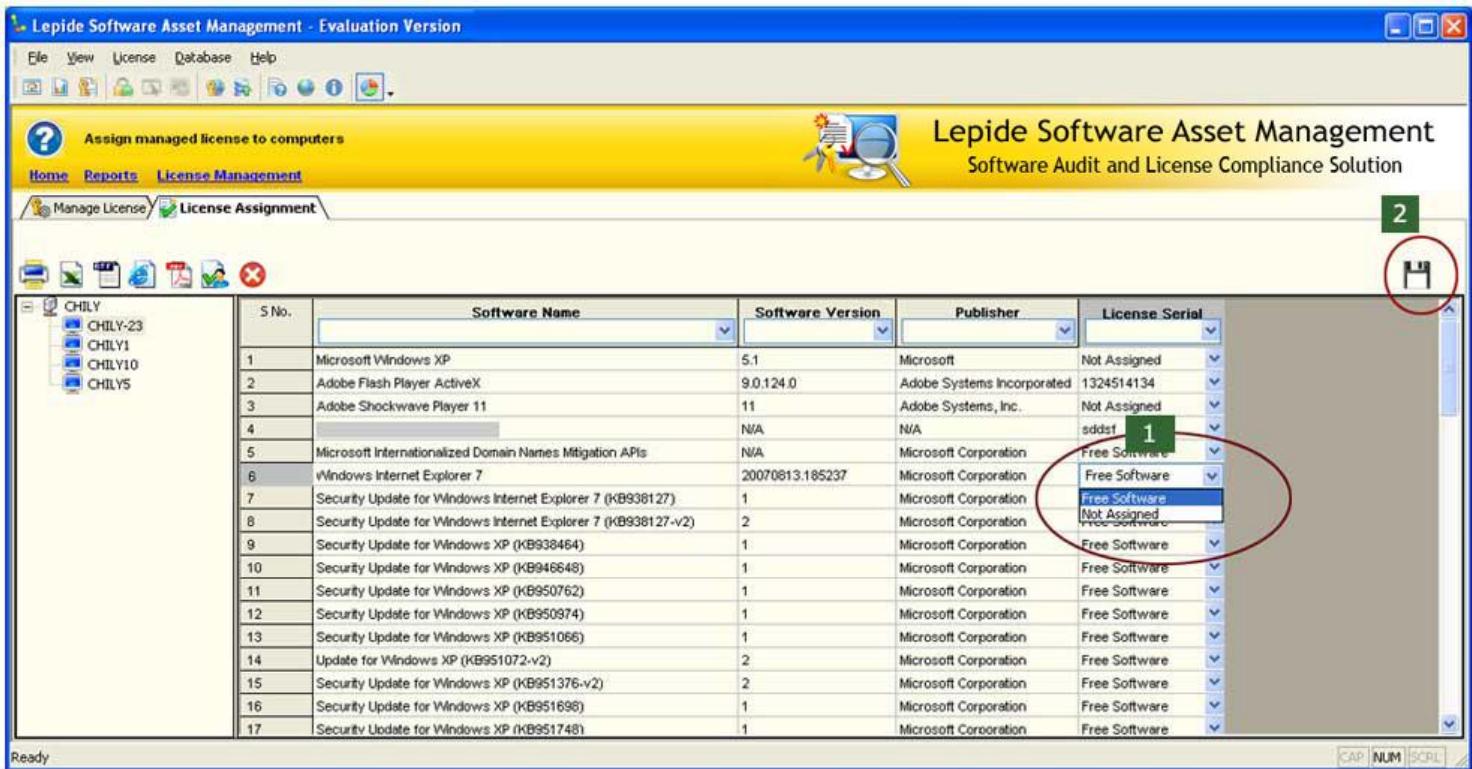


Figure: 4.23: Assign License to Specific Computer

4. Click  to save the changes.

 Always perform save operation after making changes in this tab, otherwise changes will not be updated in the database.

4.4.2.1 CUSTOMIZE ASSIGNMENT LIST VIEW

To customize the view of the license assignment list for software, version, publisher etc, click the combo box before any **License Assignment** field and select **(Customize)**. A filtered view of the list will be displayed after you apply filters.

1. Click the combo box.
2. Select **Customize**. Custom Search window will appear.
3. Define the filters for custom search and click **OK** and view the customized items.

4.4.2.2 SAVE ASSIGNMENT LIST VIEW

List of assigned licenses (Free software or License Key) can be saved in different formats as per your requirements. Several buttons are provided in the software to save the license records in different formats.

To save the records in CSV format:

1. Click button.
2. Browse to the desired location and click **OK**.

To save the records in RTF format:

1. Click button.
2. Browse to the desired location and click **OK**.

To save the records in HTML format:

1. Click button.
2. Browse to the desired location and click **OK**.

To save the records in PDF format:

1. Click button.
2. Browse to the desired location and click **OK**.

4.4.2.3 PRINT ASSIGNMENT LIST VIEW

To print the list of assigned license record, click the button at the top of the interface.

4.4.2.4 DELETE SELECTED COMPUTER FROM THE GROUP

License Assignment section provides a button to delete the selected computer. To delete the computer from

the License Assignment tab, click the button present above the **License Assignment** tab.

The deleted computer remains in its assigned group in the **Reports section**. The computer can again be listed for license assignment by re-scanning the parent group of the computer.

4.5 REPORTS

Reports are the description of all the software assets details in printable format. Reports help to view and analyze the details of all installed software's across network.

4.5.1 ABOUT LEPIDE SOFTWARE ASSET MANAGEMENT REPORTS

Reports in Lepide Software Asset Management are classified as **Quick Overview report** (compliance report), **Installed Licenses Report**, **Software Location Report**, **Software Validity Report** and **Detailed Report**. Based on these reports, you can take informed decisions while purchasing or renewing licensed software.

4.5.2 VIEW GRAPHICAL COMPLIANCE

You can view detailed compliance report for a network, group or specific computers in the **Reports** section of Lepide Software Asset Management Software. The **Quick Overview** tab in the Reports section of the software provides overview of all the configured and assigned software licenses on network. Graphical compliance reports for a Computer, Server, Group and Entire Network are easily printed.

Figure 4.24 shows the compliance reports in the **Quick Overview** tab:

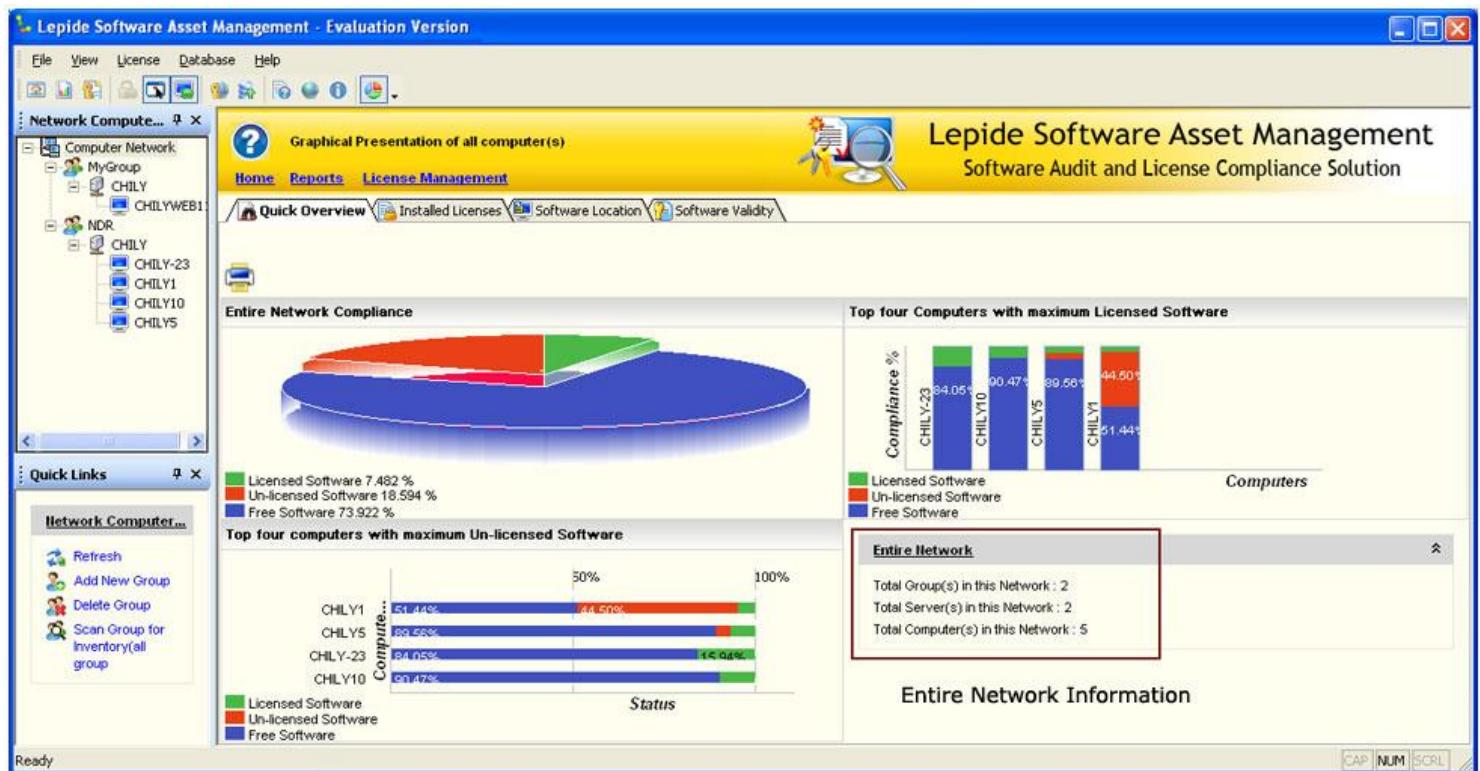


Figure 4.24: Compliance Report

Description of the figure 4.24

Point 1 displays percentile information for Licensed, Un-Licensed and Free Software.

Point 2 displays top four computers which has the maximum percentage of licensed software's installed in the entire network of computers.

Point 3 displays top four computers which has the maximum percentage of un-licensed software's installed in the entire network of computers.

Point 4 displays the information of the entire network created in the software. It displays total number of groups, total servers and total computers in a network.

Following are the reports generated and displayed by the software in Quick Overview tab:

- Compliance report for a Computer
- Compliance report for a Server
- Compliance report for a Group

- Compliance report for Entire Network

4.5.2.1 COMPLIANCE REPORT FOR ENTIRE NETWORK

You can view the graphical compliance report for the entire network by clicking **Reports** on the launching screen of Lepide Software Asset Management Software.

Click **Computer Network** from the Network Compliance section to view the report, as shown in figure 4.25:

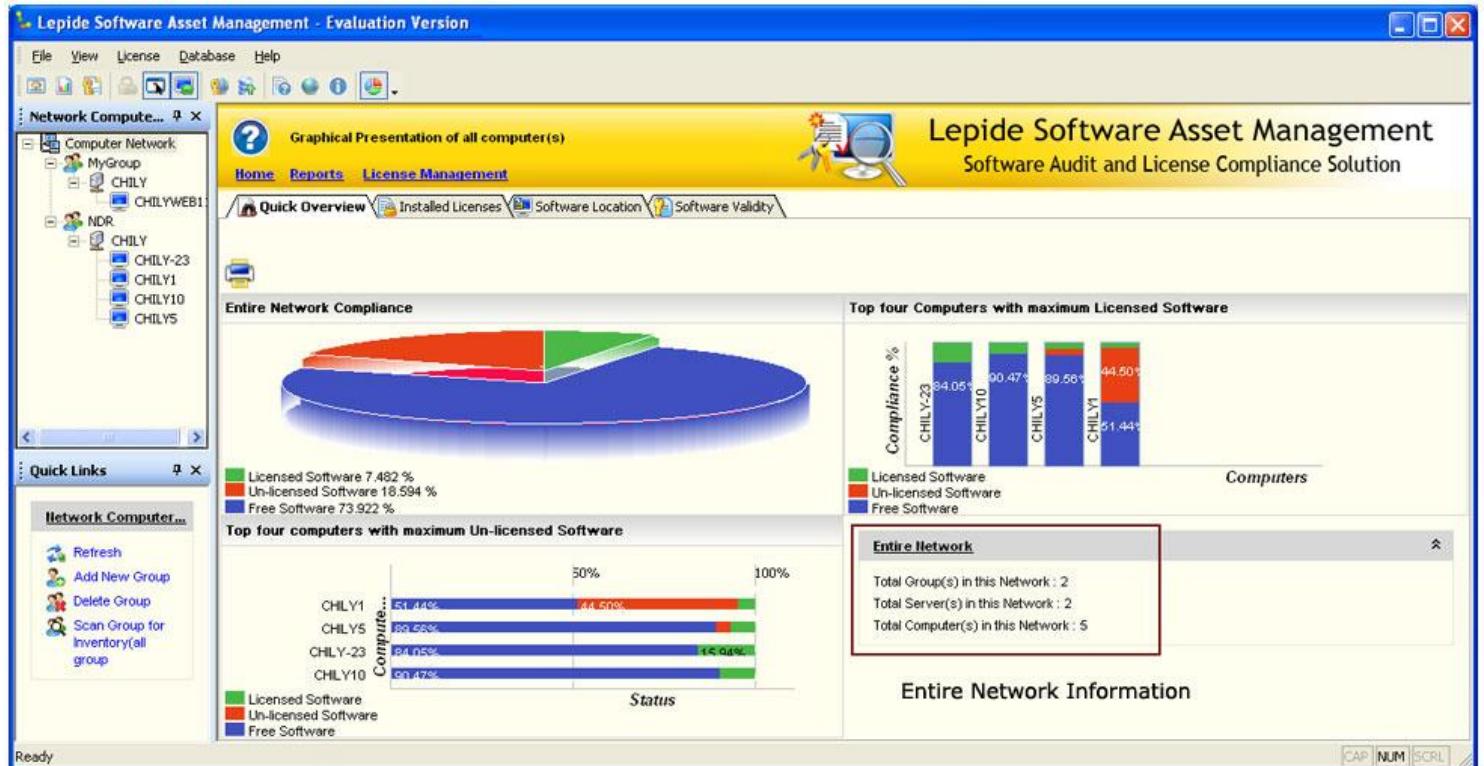


Figure 4:25: Graphical Compliance Report for Entire Network

4.5.2.2 COMPLIANCE REPORT FOR SERVER

You can view the graphical compliance report for a server by clicking **Reports** on the launching screen of Lepide Software Asset Management.

Expand the Computer Network in the Network Computers pane and select the desired server name to view the report as shown in figure 4.26:

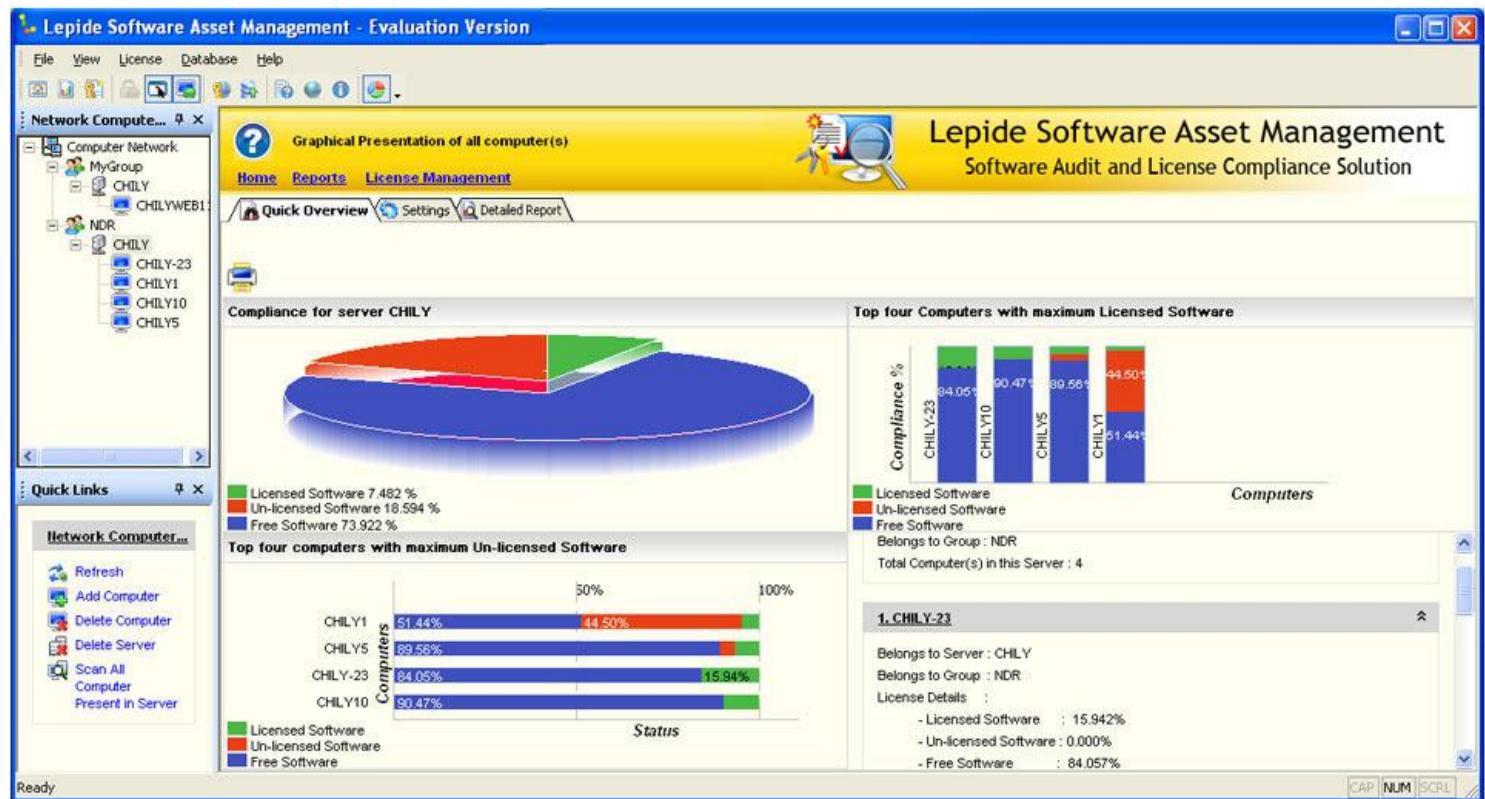


Figure 4.26: Graphical Compliance Report for Server

4.5.2.3 COMPLIANCE REPORT FOR GROUP

You can view the graphical compliance report for a group by clicking **Reports** on the launching screen of Lepide Software Asset Management.

Select the desired group from the **Network computers** pane to view the report as shown in figure 4.27:

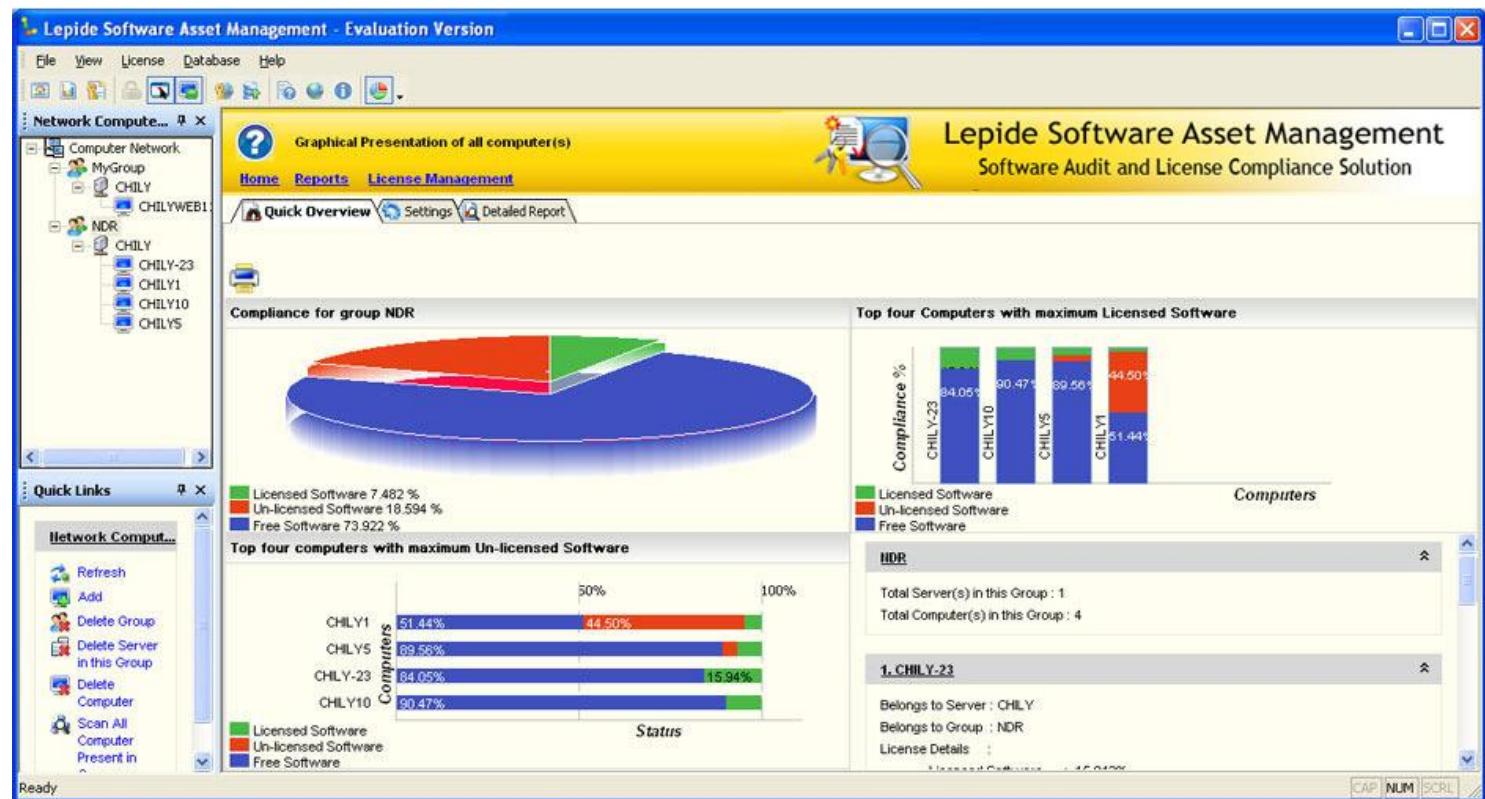


Figure 4.27: Graphical Compliance Report for Group

4.5.2.4 COMPLIANCE REPORT FOR A COMPUTER

You can view the graphical compliance report for specific computer by clicking **Reports** on the launching screen of Lepide Software Asset Management.

Select the desired computer name from the **Network computers** pane to view the report as shown in figure 4.28:

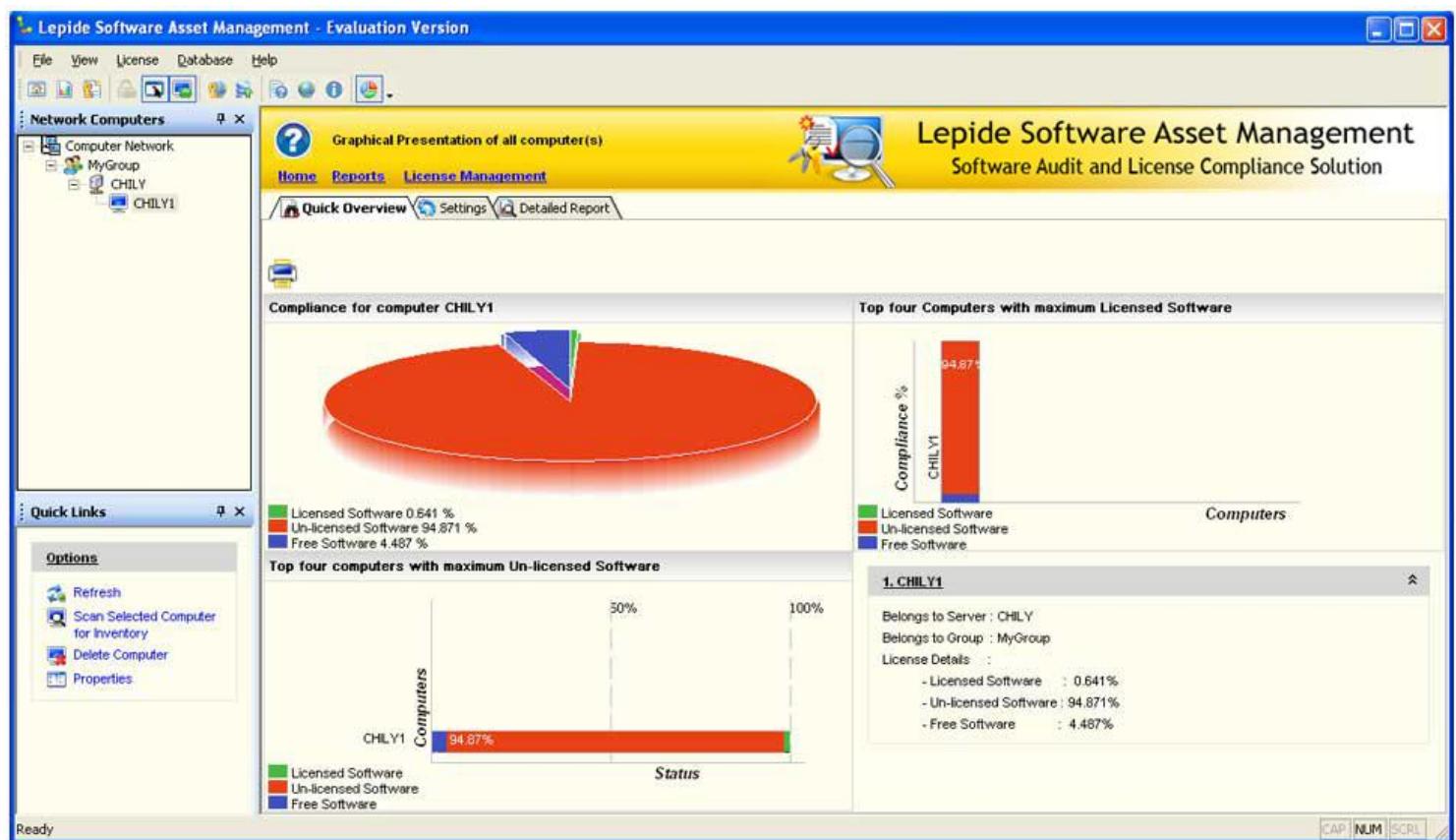


Figure 4:28: Graphical Compliance Report for Computer

4.5.3 VIEW INSTALLED LICENSE REPORT

To view the list of all the installed licenses on the network, click the **Installed Licenses** link in the left pane on the launching screen of the software, as shown in figure 4.29:

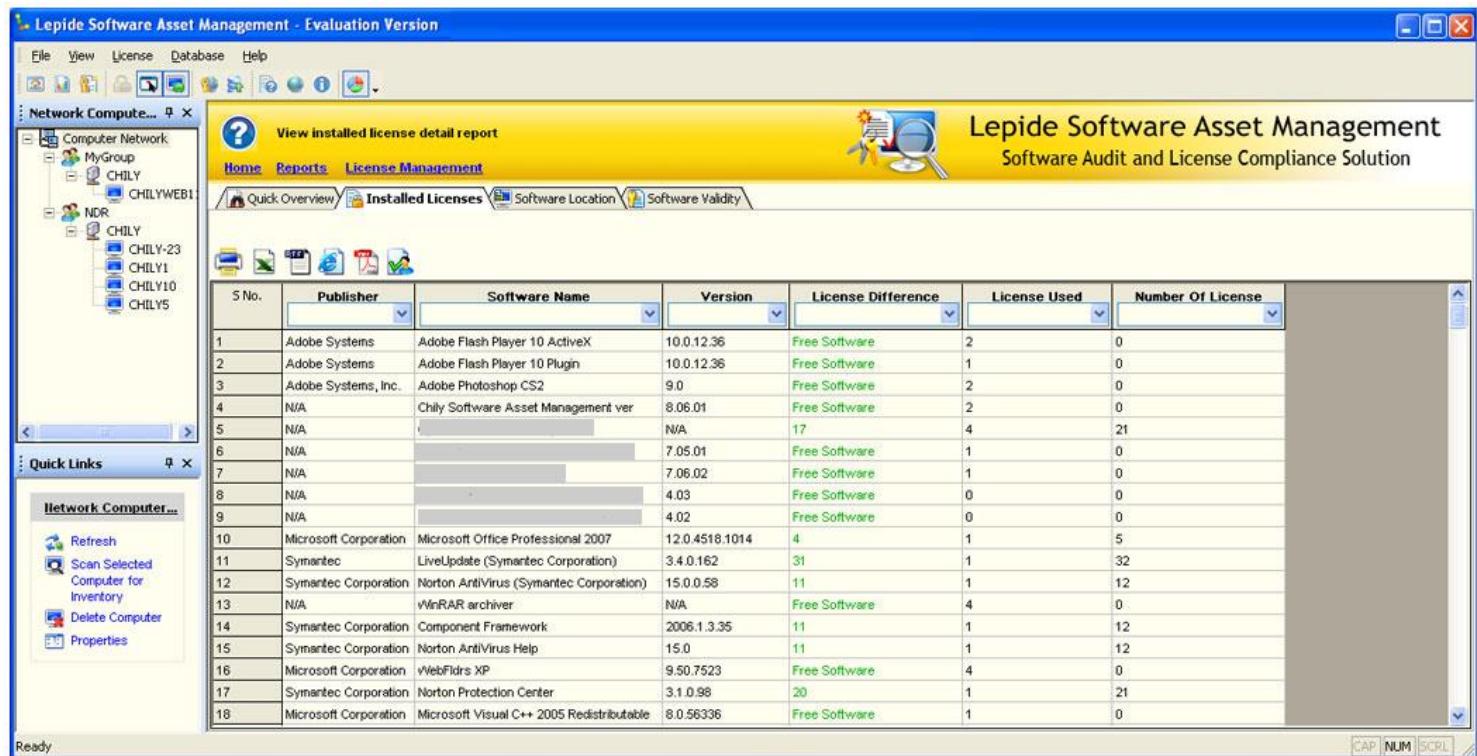


Figure 4.29: Report of Installed Licenses

Installed Licenses Report contains the information for all the installed licenses across a network not the licenses installed to a specific computer, group or server

4.5.4 VIEW SOFTWARE LOCATION REPORT

To view physical location of all the installed software on the network as shown in figure 4.30, click the **Software Location** link in the left pane on the launching screen.

S No.	Publisher	Software Name	Version	Computer Name
1	Adobe Systems Incorporated	Adobe Flash Player 10 ActiveX	10.0.12.36	CHILY1
2	Adobe Systems Incorporated	Adobe Flash Player 10 ActiveX	10.0.12.36	CHILY5
3	Adobe Systems Incorporated	Adobe Flash Player 10 Plugin	10.0.12.36	CHILY1
4	Adobe Systems, Inc.	Adobe Photoshop CS2	9.0	CHILY1
5	Adobe Systems, Inc.	Adobe Photoshop CS2	9.0	CHILY5
6	N/A	Chily Software Asset Management ver 8.06.01	8.06.01	CHILY1
7	N/A	Chily Software Asset Management ver 8.06.01	8.06.01	CHILY5
8	N/A		N/A	CHILY-23
9	N/A		N/A	CHILY1
10	N/A		N/A	CHILY10
11	N/A		N/A	CHILY5
12	N/A		7.05.01	CHILY-23
13	N/A		7.06.02	CHILY1
14	Microsoft Corporation	Microsoft Office Professional 2007	12.0.4518.1014	CHILY1
15	Symantec	LiveUpdate (Symantec Corporation)	3.4.0.162	CHILY-23
16	Symantec Corporation	Norton AntiVirus (Symantec Corporation)	15.0.0.58	CHILY-23
17	N/A	WinRAR archiver	N/A	CHILY-23
18	N/A	WinRAR archiver	N/A	CHILY1

Figure 4.30: Report of Software Location

4.5.5 VIEW SOFTWARE VALIDITY REPORT

To view validity of all the software installed on the network, click the **Software Validity** link in the left pane on the launching screen of the software .The software validity report displays the number of days remaining for software to expire and its validity status. The validity status can be Never Expiring, Expired or the number of days which are left for expiry.

Figure 4.31 shows the **Software Validity** report.

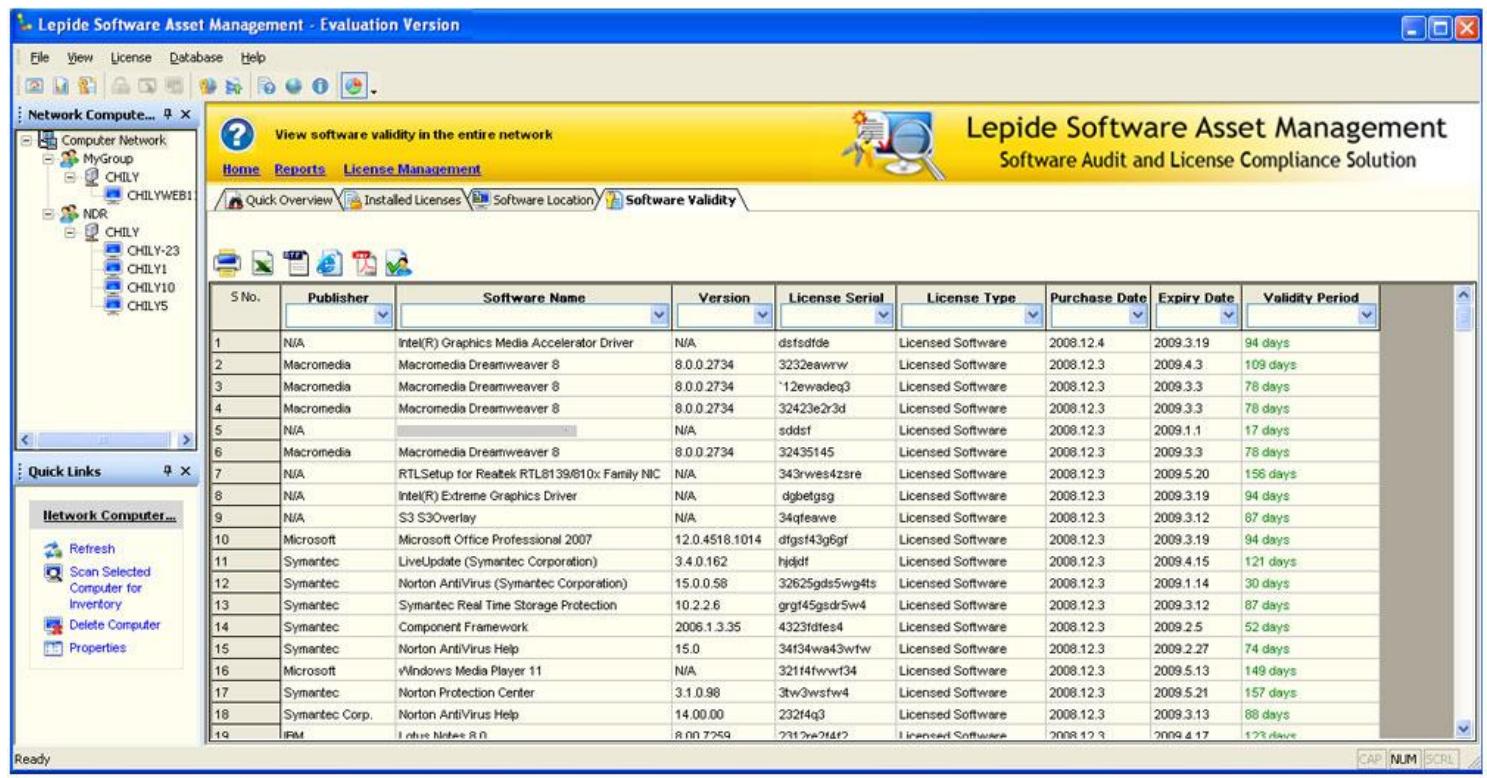


Figure 4:31: Software Validity Report

For Free software's

Displays the message **Never Expiring**.

For Licensed software's

Displays **Expired** if the software is expired.

Displays **Number of days** left for the software to be expired.

4.5.6 VIEW DETAIL REPORT

To view the detailed compliance report for a network, you will need to click **Detailed Report** in the left pane on the launching screen of the interface. The detailed report displays information such as, domain name, computer name, last scan date, software name, software version, publisher name, and license serial for all the computers in a group.

You can also view the detailed compliance report for a particular computer by selecting that computer in the left pane of the **Network Computer** section.

Figure 4.32 shows the **Detailed Report** for a group:

S No.	Domain Name	Computer Name	Scan Date	Software Name	Software Version	Publisher	License Serial
1	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	Microsoft Windows XP	5.1	Microsoft	Not Assigned
2	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	Adobe AIR	1.5.0.7220	Adobe Systems Inc.	Not Assigned
3	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	Adobe Flash Player 10 ActiveX	10.0.12.36	Adobe Systems	Free Software
4	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	Adobe Flash Player 10 Plugin	10.0.12.36	Adobe Systems	Free Software
5	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	Adobe Photoshop CS2	9.0	Adobe Systems, Inc.	Free Software
6	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	Adobe RoboHelp 7	7.0	Adobe System Inc	Not Assigned
7	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18		1.0	N/A	Free Software
8	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	Chily Internet Privacy Eraser ver 8.01.01	8.01.01	N/A	Free Software
9	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	Chily Software Asset Management ver 8.06.01	8.06.01	N/A	Free Software
10	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	Acrobat.com	1.1.377	Adobe Systems	Not Assigned
11	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18		N/A	N/A	sddsf
12	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	HP Imaging Device Functions 7.0	7.0	HP	Not Assigned
13	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	HP Solution Center 7.0	7.0	HP	Not Assigned
14	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	HP Customer Participation Program 7.0	7.0	HP	Not Assigned
15	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	HTML Help Workshop	N/A	N/A	Free Software
16	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	Windows Installer 3.1 (KB893803)	N/A	Microsoft Corporation	Free Software
17	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	Update for Windows XP (KB898461)	1	Microsoft Corporation	Free Software
18	CHILY	CHILY1	Mon 15 Dec 2008 10_47 18	Security Update for Windows XP (KB901190)	1	Microsoft Corporation	Not Assigned

Figure 4:32: Detailed Report

4.5.7 EXPORTING REPORTS TO DIFFERENT FORMATS

Lepide Software Asset Management software provides four different formats to export the reports that are generated in the software.

To save the reports in CSV format:

1. Click  button.
2. Browse to the desired location and click **OK**.

To save the reports in RTF format:

1. Click  button
2. Browse to the desired location and click **OK**.

To save the reports in HTML format:

1. Click  button.
2. Browse to the desired location and click **OK**.

To save the reports in PDF format:

1. Click  button.

2. Browse to the desired location and click **OK**.

4.5.8 PRINT REPORTS

To print any report, click the  button present below the tabs.

4.5.9 VIEW SETTINGS

Settings tab displays the Scan Date for which the computers have been scanned. All the scan information is displayed in this tab. To view settings of all the computers on the network, click the Settings link in the left panel on the launching screen of the software interface. By default all the computers on the scanned groups will be displayed. You can view a list for a specific computer by selecting that computer from the left panel.

Every computer in the list is accompanied by a checkbox. You can select multiple computers and delete the selected computers by clicking the **Delete Selected** link available below the list.

Click **Delete All** to delete all the computers.

Figure 4.33 shows the list of scans performed on the network computers:

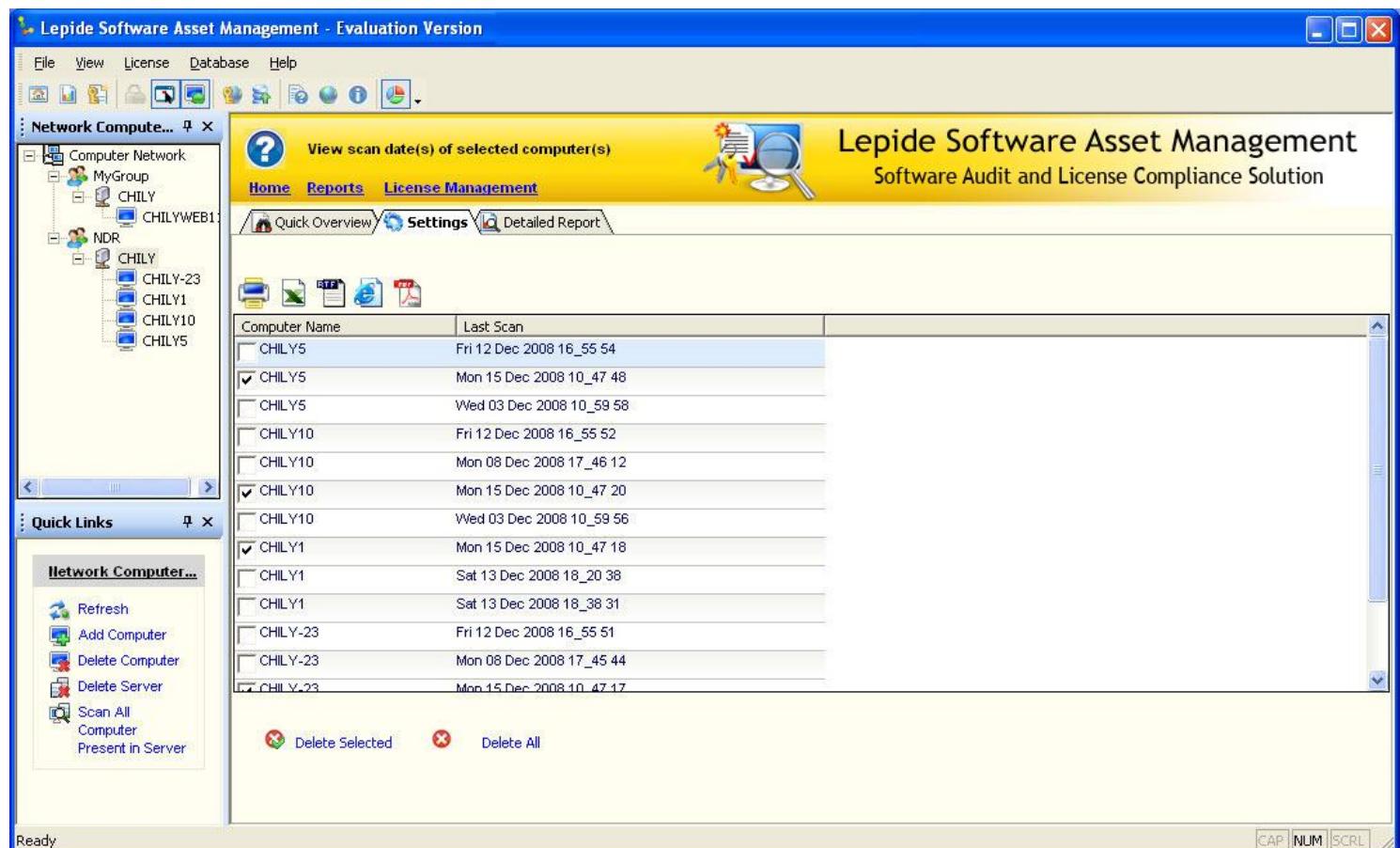


Figure 4:33: View Settings

5. SUPPORT INFORMATION

This section deals with the support information and specific queries pertaining to using Lepide Software Asset Management.

5.1 TROUBLESHOOTING

Question 1. Software is displaying errors while scanning. What could be the reason?

Answer 1. If scan error message is appearing, then you need to perform check of the following:

- Verify the provided user login credentials provided to the software.
- Network is in healthy situation.
- The targeted user computer is in working condition while performing the scan process.

Question 2. I am unable to create any group?

Answer 2. Before adding or creating a new group, please ensure that the computer system where Lepide Software Asset Management is installed and running has read and write permissions. Without the write permissions, software will not perform the activity of creating groups.

Question 3. The Quick Overview, Settings, Detail Report tabs are not visible for a computer in a group. Why is it so?

Answer 3. To view all the tabs for reports section, the targeted computer should have been at least scanned once with Lepide Software Asset Management Software. If in case you can only view the Pie reports and not the detailed reports then check the Settings tab **Main Window > Settings**. The scanning details might have been deleted from the list for that specific computer.

Re-scan the computer and the required tabs will be visible again.

Question 4. License Management tab does not display any information.

Answer 4. The License Management tab displays information when at least one computer system is managed in a group and is scanned.

Question 5. License Management tab is not displaying software information which was visible before. How to make it visible again?

Answer 5. This happens when certain information has been hidden through the Hide Records function. Unhide that software record which will then become visible again.

Question 6. I am unable to save reports in any format?

Answer 6. Before saving reports in any file format, check if the system has full read and write access permissions.

Question 7. Why the system visible in License Assignment tab becomes invisible later on?

Answer 7. License Assignment tab helps to assign licenses. When the system is managed in any group, it automatically appears in the License Assignment tab too. If in any event, a system has been deleted from any group, then it will automatically disappear from the License Assignment tab.

5.2 TECHNICAL SUPPORT

Round the Clock support to solve the technical and software related queries

Telephone Support:

Help line: +91-9818718513

Email Support:

For General Queries: contact@lelide.com

For Sales: sales@lelide.com

For Technical Support: support@lelide.com

6. PURCHASE

This section deals with the purchase process of Lepide Software Asset Management software

6.1 ABOUT FREE TRIAL VERSION

Download Free Trial version of Lepide Software Asset Management Software and experience effective software asset management in your organization. Fully functional evaluation version of the software will help to track 50 computers for a period of 30 days, after that Licensed Full version of the software is required to be purchased for continued performance.

6.2 PURCHASING LICENSES FOR FULL VERSION

You must purchase Lepide Software Asset Management Software in order to track more than 50 user computers without any software expiry limitation

To purchase Lepide Software Asset Management or to convert evaluation version in Full version you need to have an authentication code. This authentication code is provided to you when you make the purchase payment and receive an order number from our authorized reseller. Following are the steps through which you can purchase the software

1. Select **Activate License** option from the **License** menu - Registration window will appear in front of you:

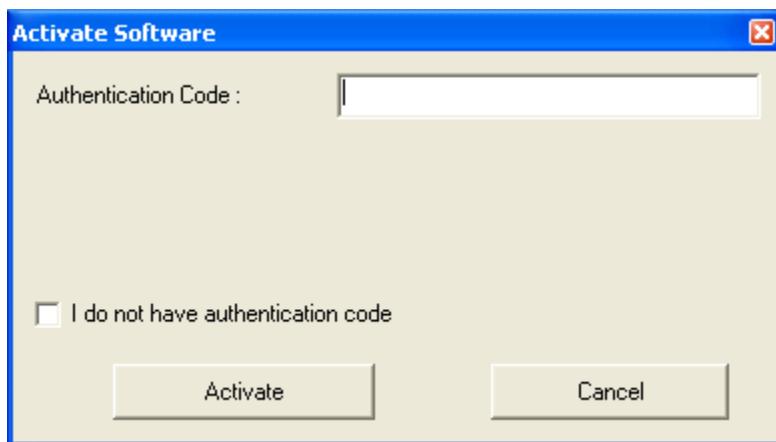


Figure 6.1: Activate Software

2. As you do not have the Authentication Code to enter, check the **I dont have Authentication Code** checkbox:

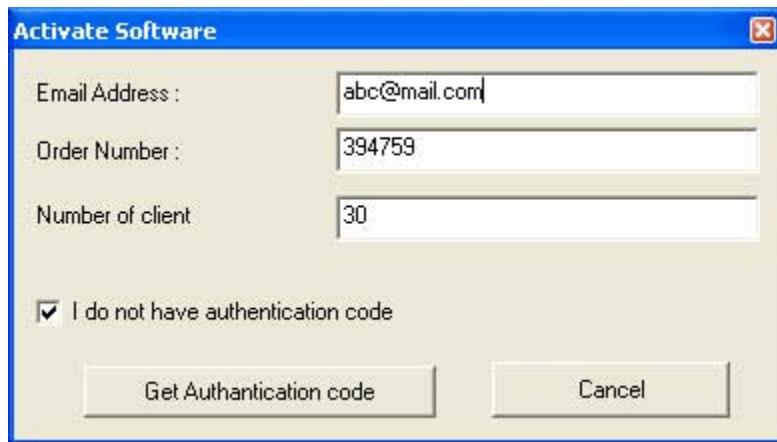


Figure 6.2: Get Authentication Code

In this window, fill in the fields:

Email Address: In this field, you need to enter your email address, which you have used to register Lepide Software Asset Management.

Order Number: In this field you need to enter the Order Number which has been provided to you by our authorized reseller at the time of making purchase payment of the software.

Number of Client: Enter the Number of computer systems which you want to manage. We will send you the license based on the number entered in this field. For instance, if you enter 15 in the Number of client field, then we will send you the license type for 15 clients. After this you can manage licenses of 15 computers at a time.

3. Click the **Get Authentication code** button. As you click the button, Lepide Software Asset Management will create a *Lepide Software Asset ManagementRegistration.Info* file which you need to e-mail us at the e-mail address mentioned in the software interface.

Our Sales team will receive your email and send you the authentication code via email, which has to be entered in the Registration window

You will receive the authentication code on the email address that was provided by you.

4. Click **License>>Activate License** and use the received authentication code to activate evaluation version to full version.

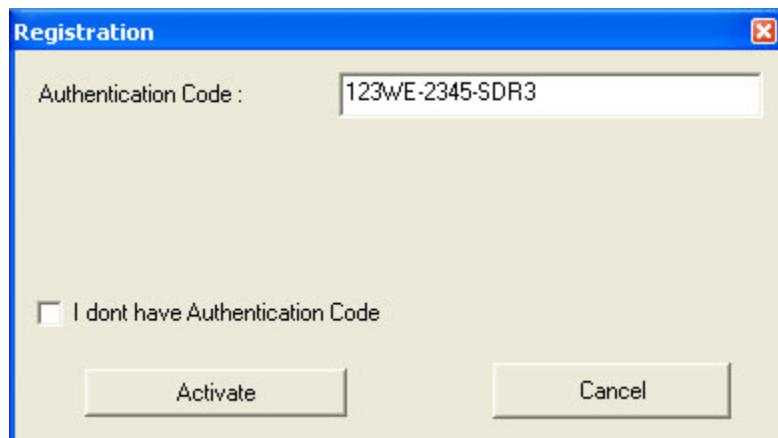


Figure 6.3: Enter Authentication Code

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